

TOWN OF WESTFORD



2002 Annual Town Report

TOWN OF WESTFORD

Annual Report

For the year ending December 31, 2002

Annual Town Election
Tuesday, May 7, 2002

Annual Town Meeting
Saturday, May 11, 2002



Dedicated to Louis E. Ashley

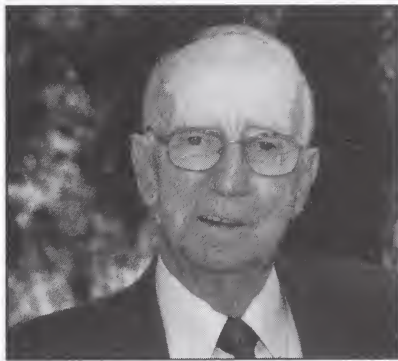
*Always fighting the good battle
on the Board of Health (1989–present)
and Highway Garage Committee (1996–present)*

In memory of




Hervey Cote
November 3, 1915 – May 8, 2002
Water Commissioner 1959 – 1992

and



Norman Nesmith
September 24, 1915 – December 23, 2002
Board of Assessors 1950 – 1980



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CITIZEN ACTIVITY APPLICATION FORM
Town of Westford

Good Government Starts With You

If you are interested in serving on a Town Committee, please fill out this form and mail to the Town Manager, Town Hall, 55 Main Street, Westford, MA 01886. Filling out this form in no way assures appointment. All Committee vacancies will be filled by citizens deemed most qualified to serve in a particular capacity.

Date _____

Name _____

Address _____

Home Telephone _____ Email: _____

Amount of Time Available _____

Interest in What Town Committee _____

Present Occupation _____

Education Background _____

TOWN OFFICES HELD

Date Appointed	Town Office	Term Expired
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Other Volunteer Positions _____

Remarks _____

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WESTFORD TOWN OFFICERS AND COMMITTEES

ELECTED OFFICIALS

BOARD OF HEALTH

	3 YEAR TERM	TERM EXPIRES
Ashley, Louis, Chair	120 Carlisle Rd.	2004
Cataldo, Zac, Vice Chair	121 Depot St.	2005
Guthrie, Jr., Joseph	2 Old Wood Rd.	2005
McCusker, Kevin R.	30 Endmoor Rd.	2003
Lobo, Todd M., Clerk	19 Salem Rd.	2004

MODERATOR

	3 YEAR TERM	TERM EXPIRES
Harde, Ellen	39 Main St.	2005

PLANNING BOARD

	5 YEAR TERM	TERM EXPIRES
Fletcher, Peter, Chair	51 Concord Rd.	2003
Green, Michael	11 Hidden Valley Rd.	2004
Shaffer, Robert	7 Blakes Hill Rd.	2005
Peraner-Sweet, Andrea	21 Kirsir Cir.	2007
Palmer, Fred	147 Main St.	2003 (appointed to fill an unexpired term)

SCHOOL COMMITTEE

	3 YEAR TERM	TERM EXPIRES
Siriani, Don	38 Broadway St.	2005
Boonstra, Sharon, Chair	13 Alcorn Crossing	2003
Martin, Tim, Vice Chair	17 Oak Hill Rd.	2003
Murray, Margaret	11 Sassafras Rd.	2005
Tortora, Janet	17 Chippewa Rd.	2003
Mulligan, Michael	4 Polley Rd.	2004
Mario-Young, Karen	10 Crest Dr.	2004

SELECTMEN

	3 YEAR TERM	TERM EXPIRES
Healy-Coffin, Dini, Chair	2 Ward Hill Rd.	2005
McCusker, Robert, Clerk	65 Griffin Rd.	2003
Jefferies, Robert	11 Boston Rd.	2004
Loiselle, Allan	14 Lawson Rd.	2005
Romeo, Chris, Vice Chair	239 Concord Rd.	2004

HOUSING AUTHORITY

	5 YEAR TERM	TERM EXPIRES
Coakley, William, Asst. Treasurer	19 Phillips Dr.	2007
Drake, Muriel, Vice Chair	8 LaSalette Rd.	2004
Engel, Carol, Chair	26 Lowell Rd.	2006
Koulouras, Phyllis, Member	10 School Lane	2003
Hamer, Maria, Treasurer	16 Oak Hill Rd.	2003 (appointed by the governor)

Elected Officials

LIBRARY TRUSTEES	3 YEAR TERM	TERM EXPIRES
Frank, Samuel, Treasurer	4 Wheeler Lane	2004
Kelly, Sandy	3 Sterling Lane	2005
Price, Robert, Secretary	18 Stratton Hill Rd.	2005
Whitehouse, Veronica, Chair	3 Providence Rd.	2003
Royte, Paul	29 Boston Rd.	2004
Daniels, David	15 Stratton Hill Rd.	2003 (appointed to fill an unexpired)

APPOINTED BOARDS AND COMMITTEES

As of March 5, 2003

Ad Hoc Growth Management Study Committee *(Selectmen appointed)*

Fox, Wade	3 Hartford Rd.	no expiration of term
Frank, Sam	4 Wheeler Lane	no expiration of term
Galvin, Dennis	90 Concord Rd.	no expiration of term
Jefferies, Bob	11 Boston Rd.	no expiration of term
McCusker, Robert	65 Griffin Rd.	no expiration of term
Ramirez, Jose	14 Beaver Dam Dr.	no expiration of term
Romeo, Chris	239 Concord Rd.	no expiration of term
Shaffer, Bob	7 Blakes Hill Rd.	no expiration of term

Affordable Housing Committee *(Town Manager appointed)*

Deschenes, Douglas	5 Lindsey Ln.	6/30/2004
Eno, Ann	5 Fisher Way	6/30/2003
Lyman, Carl	102 Forge Village Rd.	6/30/2003
Nickerson, Elaine, Vice Chair	4 Jelley Rd.	6/30/2003
Peraner-Sweet, Andrea	21 Kirsi Cir.	6/30/2003
Pude, Chris	7 Bayberry Rd.	6/30/2003
Romeo, Chris, Chair	239 Concord Rd.	6/30/2003
Trubey, Mary	34 Depot St.	6/30/2003

Board of Assessors *(Town Manager appointed)*

Burke, Kevin	7 Sherlock Ln.	6/30/2003
Holmes, Diane	59 Lowell Rd.	6/30/2004
Leary, James F.	8 Dana Dr.	6/30/2005
Palmer, Titus, Chair	21 Vose Rd.	6/30/2003

Board of Cemetery Commissioners *(Town Manager appointed)*

Greenslade, Barbara	45 Forge Village Rd.	6/30/2006
Healy, Fred	15 Crusade Rd.	6/30/2005
Provost, Daniel	27 Orchard St.	6/30/2005

Board of Water Commissioners *(Town Manager appointed)*

Carter, Robert, Alternate	8 Nutting Rd.	10/1/2005
Deschenes, Doug	14 Keyes Rd.	6/30/2003
Fletcher, Harold Sr.	PO Box 394	6/30/2005
Thomas, Leslie, Chair	8A Old Colony Dr.	6/30/2004

Cable Advisory Committee *(Selectmen appointed)*

Davidson, Marc	69 Providence Rd.	9/10/2003
Enos, Ed	55 Vine Brook Rd.	6/30/2003
Hill, Jeffrey	28 Robinson Rd.	9/10/2003

Appointed Officials

Johansson, Eric	90 Stony Brook Rd.	7/31/2003
Levy, Dave	354 Groton Rd.	6/30/2003
Silva, Jim	98 Chamberlain Rd.	9/10/2003
Weaver, David	10 Chicory Rd.	10/7/2003
Woods, Ken	74 Tenney Rd.	6/30/2003

CARETAKER of WHITNEY PLAYGROUND *(Town Manager appointed)*

Barrett, Richard	Highway Supt.	6/30/2002
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COMMISSION FOR MORE EFFICIENT TOWN GOVERNMENT *(Town Manager appointed)*

Duffy, Sarah	7 York Ave.	6/30/2004
Jefferies, Bob	11 Boston Rd.	6/30/2004
Laport, Bob	15 Kylemore Dr.	6/30/2004
Murray, Margaret	11 Sassafras Rd.	6/30/2004
Rosinski, Nancy	13 North Hill Rd.	6/30/2004
Schapiro, Evan	16 Tadmuck Rd.	6/30/2004
Sullivan, Jim	10 Bayberry Rd.	6/30/2004
Ware, Kirk	5 Granada Rd.	6/30/2004
Waskiewicz, Bob	4 Leland Rd.	6/30/2004

COMMUNITY PRESERVATION COMMITTEE *(Selectmen appointed)*

Coakley, Bill	19 Phillips Dr.	6/30/2005
Frank, Marilyn, Secretary	6 Chamberlain Rd.	6/12/2004
Healy, Kathleen	95 North Main St.	6/30/2005
MacMillan, Christine	12 Maple St.	6/30/2005
Nilsson, Ingrid, Co Chair	6 Depot St.	6/30/2004
Rockwood, Cliff, Treasurer	19 Long Sought For Pond	6/30/2004
Schapiro, Evan	16 Tadmuck Rd.	6/30/2003
Shaffer, Bob, Co Chair	7 Blakes Hill Rd.	6/30/2003
Tebbetts, Ken	8 Moore Rd.	6/30/2004

CONSERVATION COMMISSION *(Selectmen appointed)*

Fahle, Eric, Chair	9 Long Sought For Pond	6/30/2005
Frank, Marilyn	6 Chamberlain Rd.	7/11/2003
Harman, William	10 Chamberlain Rd.	6/30/2005
Mahler, Peter	25 Vine Brook Rd.	8/8/2003
Trubey, Mary	34 Depot St.	8/8/2003
Wheeler, Margaret	171 Depot St.	9/26/2004
Williams, Christie, Vice Chair	32 North St.	6/30/2005

CONSTABLE *(Selectmen appointed)*

Connell, Joseph R.	3 Connell Dr.	6/30/2004
Dean, Scott	14 Pershing St.	6/30/2006
McAvoy, Walter	PO Box 100, Billerica	6/30/2004

COUNCIL ON AGING (*Town Manager appointed*)

Bartlett, Judy, Vice Chair	59 Monadnock Dr.	6/30/2003
Cook, Nancy	PO Box 869	6/30/2004
Crocker, Helena, Chair	34 West St.	6/30/2003
Rogers, George P.	60 Pleasant St.	2/7/2006
Shapiro, Evan	16 Tadmuck Rd.	6/30/2004
Tierney, Robert, Secretary	10 Tallard Rd.	6/30/2002

CULTURAL COUNCIL (*Selectmen appointed*)

Cserbak, Dianne, Secretary	18 Cold Spring Rd.	6/30/2005
Cusson, Susan	248 Groton Rd.	10/31/2004
Ellis, Nancy	87 Cold Spring Rd.	10/31/2003
Fingerhut, Theresa, Treasurer	15 Nutting Rd.	6/30/2005
Galant, Mary, Co-Chair	3 Shannon Cir.	6/30/2001
Greaves, Lizette, Co-Chair	8 Hayrick Ln.	6/30/2001
Michaud Elizabeth	11 Beaver Dam Dr.	10/31/2005
Serpe, Cheryl	17 Shelly Lane	9/30/2004
Stevenson, Lisa	1 Sequoia Rd.	10/31/2004
Vegeto, Kristin	7 Abby Rd.	10/31/2005

EMERGENCY MANAGEMENT (*Town Manager appointed*)

Targ, Joe, Co-Director	51 Main St.	8/3/2003
Whitcomb, Tim, Co-Director	53 Main St.	7/30/2003

FINANCE COMMITTEE (*Moderator appointed*)

Adams, Elizabeth, Chair	63 Main St.	6/30/2003
Culver, Judy	34 Stone Ridge Rd.	6/30/2004
Davidson, Erica, Clerk	69 Providence Rd.	6/30/2003
Greenberg, Harvey, Vice Chair	3 Carolina Lane	6/30/2005
Keele, David	10 Boston Rd.	6/30/2004
Ross, Kelly	7 Carriage Way	6/30/2005
Sullivan, James	10 Bayberry Rd.	6/30/2003

FIRE SUBSTATION BUILDING COMMITTEE (*Selectmen appointed*)

Anderson, Andy	21 Maple St.	6/30/2003
Britko, Daniel	88 Cold Spring Rd.	6/30/2003
Culver, Judy (non-voting)	21B Pilgrim Dr.	6/30/2003
DeVincentis, David (alternate)	20 E. Prescott St.	6/30/2003
Gower, Frank, Vice Chair	10 Hawthorne Ave.	6/30/2003
Hall, Tim (alternate)	25R N Main St.	6/30/2003
Healy, Ward, Chair	PO Box 3248	6/30/2003
Klecak, James	6 Woodbury Dr.	6/30/2003
Lamy, James	43 Pleasant St.	6/30/2003
McCusker, Robert	65 Griffin Rd.	6/30/2003
Rochon, Richard, Chief	51 Main St.	6/30/2003

Appointed Officials

Rogers, George	60 Pleasant St.	6/30/2003
Targ, Joseph (alternate)	8 Bayberry Rd.	6/30/2003

Highway Garage Building COMMITTEE (*Selectmen appointed*)

Alphen, Paul, Chair	9 Boutwell Hill Rd.	6/30/2003
Ashley, Louis	120 Carlisle Rd.	6/30/2003
Barrett, Richard	Highway Supt.	6/30/2003
Fletcher, George	21 North St.	6/30/2003
Healy, John A. III	26 Broadway St.	6/30/2003
Jefferies, Robert	11 Boston Rd.	6/30/2003
McCartney, Gaylord	16 Patriot Lane	6/30/2003
Pearson, James	25 Colonial Dr.	6/30/2003

HISTORICAL COMMISSION (*Selectmen appointed*)

Benedict, Sally, Treasurer	1 Hildreth St.	6/30/2004
Gilbert, Philip	16 Frances Hill Rd.	6/30/2002
Hinckley, Jane, 2nd Vice Chair	24 Boston Rd.	6/30/2004
McGuire, Roberta	60 Chamberlain Rd.	6/30/2005
Olyphant, Bob, 1st Vice Chair	3 Robinson Rd.	6/30/2005
Pendlebury, Roland	23 North St.	
Perron, Stacey	PO Box 2115	6/30/2005
Tebbetts, Kenneth, Chair	8 Moore Rd.	6/30/2004

INTEGRATED PEST MANAGEMENT (*Town Manager appointed*)

Barrett, Jr. Richard J.	Highway Superintendent	no expiration of term
Garside, John	Dir., Environmental Svcs.	no expiration of term
Habe, Sandra, Chair	Asst. Parks & Rec. Dir.	no expiration of term
Major, Elaine	Environmental Analyst	no expiration of term
Olsen, Jr. Everett V.	Asst. Superint. of Schools	no expiration of term
Revis, Jonathan	Grounds Supervisor	no expiration of term
Savage, Pat	Parks & Rec. Dir.	no expiration of term
Turner, Bill	Conservation	no expiration of term

LOWELL REGIONAL TRANSIT AUTHORITY (*Selectmen appointed*)

Kavanaugh, William	46 Depot St.	6/30/2003
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MASTER PLAN IMPLEMENTATION COMMITTEE (*Planning Board appointed*)

Bonenfant, Michael	18 Concord Rd., PO Box	6/30/2003
Bradley, Bill	13 Tenney Rd.	6/30/2003
Caless, Mary	70 Beaverbrook Rd.	6/30/2003
Cavanagh, Karen	8 Dempsey Way	6/30/2003
Cherry, Laurie	4 Knoll Rd.	9/30/2003
Frank, Sam (non-voting)	4 Wheeler Lane	6/30/2003
Green, Michael	11 Hidden Valley Rd.	6/30/2003
Holmes, Diane	59 Lowell Rd.	6/30/2003

Nilsson, Ingrid, Chair	6 Depot St.	6/30/2003
Palmer, Fred	147 Main St.	6/30/2003
Peraner-Sweet, Andrea	21 Kirsi Cir.	6/30/2003
Shaffer, Bob	7 Blakes Hill Rd.	6/30/2003
Thomas, Leslie	8A Old Colony Dr.	6/30/2003
Trubey, Mary (non-voting)	34 Depot St.	6/30/2003
Whitehouse, Veronica	3 Providence Rd.	6/30/2003

MONUMENT ADVISORY COMMITTEE *(Town Manager appointed)*

Cook, Nancy	PO Box 869	8/31/2003
Dubey, Patty	30 Pleasant St.	8/31/2003
Harde, Ellen	39 Main St.	6/30/2003
Murray, Paul, Chair	12 Wilshire Ave.	6/30/2003
Perron, Stacy	PO Box 3114	6/30/2003
Revis, Jonathan	Highway Department	6/30/2004
Wrobel, Jack	13 Monadnock Dr.	8/31/2003

NASHOBA VALLEY TECHNICAL HIGH SCHOOL *(Selectmen, School Committee & Moderator appointed)*

Greenwood, Diana, Alternate	PO Box 784	3/31/2004
Koester, Hajo	65 Providence Rd.	3/31/2005
O'Brien, Joan, Vice Chair	11 Cold Spring Rd.	3/31/2004

NORTHERN MIDDLESEX COUNCIL OF GOVERNMENTS *(Selectmen appointed)*

Jefferies, Robert, alternate	11 Boston Rd.	6/30/2002
Loiselle, Allan, representative	14 Lawson Rd.	6/30/2003

PARKVILLE SCHOOLHOUSE COMMITTEE *(Town Manager appointed)*

Plaisted, Roger, President	175 Carlisle Rd.	
Hatke, Heidi, Member	78R Carlisle Rd.	
Johnson, Jennie, Recording Secretary	30 Old Lowell Rd.	
Kennedy, June, Corresponding Secretary	31 Old Lowell Rd.	
Wilder, John, Treasurer	61 Carlisle Rd.	

PARKS & RECREATION COMMISSION *(Town Manager appointed)*

Callahan, Fred, Chair	7 Chippewa Rd.	6/30/2005
D'Agostino, Wayne	27 Patten Rd.	6/30/2004
Lavelly, Julia	194 Main St.	6/30/2005
Ledder, Sarah	2 Griffin Rd.	6/30/2003
Tynan, Mary Ellen	10 Kirsi Circle	6/30/2006

PERMANENT SCHOOL BUILDING COMMITTEE *(Selectmen appointed)*

Arnold, Patricia	17 Vineyard Rd.	no expiration of term
Brierly, Steven, Secretary	16 Phillips Dr.	no expiration of term
Cavanaugh, Karen	8 Dempsey Way	no expiration of term
Ellis, Thomas	5 Chicory Lane	no expiration of term

Appointed Officials

Goodwin, Steven	133 Main St.	no expiration of term
Harkness, Angela	15 Castle Rd.	no expiration of term
Jefferies, Robert	PO Box 487	no expiration of term
Morgan, Kenneth, Chair	4 Dutchman Lane	no expiration of term
Mulligan, Michael	4 Polley Rd.	no expiration of term
Murray, George	14 Heywood Dr.	no expiration of term
Smith, Robert, Vice Chair	10 Hillside Ave.	no expiration of term
Ware, Kirk	5 Grenada Dr.	no expiration of term
Weisenbloom, Victor	25 Chippewa Rd.	no expiration of term

PERSONNEL ADVISORY COMMITTEE *(Town Manager appointed)*

McKenna, Elaine	58 Newport Dr..	no expiration of term
Owens, Dana	342 Groton Rd.	no expiration of term
Smith, Kathleen	10 Jennie Richards Rd.	no expiration of term
Szytko, Mark	4 Heather Dr.	no expiration of term
Wrobel, Jack	13 Monadnock Dr.	no expiration of term

RECORDS AND ARCHIVES MANAGEMENT COMMITTEE *(Town Manager appointed)*

Harde, Ellen	39 Main St.	6/30/2005
Hinckley, Jane	24 Boston Rd.	3/31/2005
Tari, Kaari Mai	Town Clerk	3/31/2005
Moore, Virginia, Chair	Fletcher Library	6/30/2005
Oliphant, Bob	3 Robinson Rd.	6/30/2005

RECYCLING COMMISSION *(Town Manager appointed)*

Beck, William	24 Tadmuck Rd.	6/30/2005
Bergamini, Andrew	78 Graniteville Rd.	6/30/2006
Bowman, Amy	408 Groton Rd.	6/30/2003
Demers, Joyce	4 Phillips Dr.	6/30/2002
DiBello, Gerry, Chair	6 Court Rd.	6/30/2005
Gustin, Mike	22 Meadow Lane	6/30/2005
Harde, Ellen	39 Main St.	6/30/2003
Sawyer, Elizabeth	4 Cherry Lane	6/30/2005
Theriault, Barbara	8 Tadmuck Lane	6/30/2005

REGIONAL RECREATIONAL TRAIL COMMITTEE *(Town Manager appointed)*

Habe, Sandra	Asst. Recreation Dir.	4/1/2002
Loiselle, Allan	14 Lawson Rd.	4/1/2002
Mahler, Peter	25 Vine Brook Rd.	4/1/2002
Turner, George	8 Rose Lane	4/1/2002
Woods, Beverly	74 Tenney Rd.	4/1/2002

REGISTRARS OF VOTERS *(Selectmen appointed)*

Caless, Mary, Republican	70 Beaverbrook Rd.	6/30/2004
McGee, Philip R., Chair, Democrat	2 Beaverbrook Rd.	6/30/2005

Tari, Kaari, Unenrolled	55 Main St.	10/31/2004
Whitehouse, Donald, Democrat	3 Providence Rd.	6/30/2003

ROUDENBUSH COMMUNITY CENTER COMMITTEE (*Town Manager appointed*)

Blanchard, Peg	18 Boston Rd.	6/30/2005
Passios, Jim	7 Ward Hill Rd.	6/30/2005
Pennella, Frank, Secretary	3 Tallard Rd.	6/30/2004
Pouliopolous, Katherine, Vice Chair	17 Byrne Ave	11/30/2003
Scott, Charlotte	36 Boston Rd.	6/30/2004
Townsend, Glen, Chair	4 Ledgewood Dr.	6/30/2004
Viera, Jack	12 Kirsi Cir.	6/30/2004
Waskiewicz, Bob	4 Leyland Rd.	6/30/2004
Wauford, Ray, Chair	4 Lucille Ave	6/30/2005
Widmann, Virginia	5 Ledgewood Rd.	11/30/2003
Wilson, Truda	42 North St.	6/30/2005

SENIOR CITIZEN TAX RELIEF COMMITTEE (*Selectmen appointed*)

Bob Jefferies (non-voting member)	11 Boston Rd.	no expiration of term
Considine, Fran	16 Banbury Dr.	no expiration of term
Crocker, Helena	34 West St.	no expiration of term
Hall, Dorothy	49 Broadway St.	no expiration of term
Holmes, Diane	59 Lowell Rd.	no expiration of term
Jungbluth, Eugene	10 Brookview Dr.	no expiration of term
Keele, David	10 Boston Rd.	no expiration of term
Lowry, John	58 Elm St.	no expiration of term
Murray, Paul, Chair	12 Wilshire Ave.	no expiration of term
Ramirez, Judy	14 Beaver Dam Dr.	no expiration of term
Sawosik, Mary B.	27 Forge Village Rd.	no expiration of term

STONY BROOK MASTER PLAN SUB-COMMITTEE (*Planning Board & Selectmen appointed*)

Alphen, Paul	9 Boutwell Hill Rd.	10/31/2003
Barrett, Richard	Highway Supt.	10/31/2003
Coakley, Bill	19 Phillips Dr.	10/31/2003
Davies, Paul	6 Crest Dr.	10/31/2003
Drula, Jean	14 Hopkins Place	10/31/2003
Fahle, Eric	9 Long Sought For Pond	10/31/2003
Habe, Sandra	Asst. Recreation Dir.	10/31/2003
Hamel, Mark	Town Engineer	10/31/2003
Healy-Coffin, Dini, Vice Chair	2 Ward Hill Rd.	10/31/2003
Ledoux, Steve	Town Manager	10/31/2003
Mason, Patti	22 Old Homestead Rd.	10/31/2003
Peraner-Sweet, Andrea, Chair	21 Kirsi Cir.	10/31/2003
Pude, Chris	7 Bayberry Rd.	10/31/2003
Sweetser, Warren	Water Superintendent	10/31/2003
Thomas, Leslie	8A Old Colony Dr.	10/31/2003
Ware, Kirk	5 Granada Dr.	10/31/2003
Welch, Robert	Chief of Police	10/31/2003

Appointed Officials

Tax Classification Study Committee *(Town Manager appointed)*

Brooks, James H.	7 Drawbridge Rd.	no expiration of term
Collins, Bill	32 Story St.	no expiration of term
Diamond, Joe	18 Vinebrook Rd.	no expiration of term
Gildroy, C. L.	2 Old Wood Rd.	no expiration of term
Greenberg, Harvey	3 Carolina Rd.	no expiration of term
Leary, James	8 Dana Dr.	no expiration of term
Magdalenski, Fred	27 S. Chelmsford Rd.	no expiration of term
MacKay, Scott	7 Crown Rd.	no expiration of term
Wormell, Valerie	25 Vose Hill Rd.	no expiration of term

Tax Possession Sale Committee *(Selectmen appointed)*

McCarthy, A. Justin, Esq.	8 Wheeler Lane	6/30/2002
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Town Forest Committee *(Town Manager appointed)*

Barrett, Richard	Highway Supt.	6/30/2003
Rooks, Carlton	65 Patten Road	6/30/2002

Tree Warden *(Town Manager appointed)*

Cook, Chester, Deputy Tree Warden	PO Box 869	No Expiration of Term
Rooks, Carlton, Tree Warden	65 Patten Road	No Expiration of Term

Zoning Board of Appeals *(Selectmen appointed)*

Earl, David	17 Depot St.	6/30/2003
Enis, Jay	13 Pine Tree Trail	6/30/2004
Frank, Sam, Chair	4 Wheeler Lane	6/30/2006
Hall, Roger	53 North St.	12/31/2006
Herrmann, Robert, Associate Member	101 Concord Rd.	7/31/2007
Johnson, Ronald H., Vice-Chair	77 Carlisle Rd.	6/30/2004
Kazeniac, H. James, Associate Member	9 Robinson Rd.	6/30/2006

BOARD OF SELECTMEN

2002-2003 has been a challenging year for the Town of Westford as the economy, which had been flourishing for the past ten years, has been on the decline. The State of MA has incurred a huge deficit with large local aid cuts, and for the first time in state history the Town was forced to cut \$230,000 out of its FY 03 budget with only 5 months left to go. The fiscal future does not look good and the Town Manager, Steve Ledoux, initiated a hiring freeze and he and Finance Director, Suzanne Marchand, have been working diligently with department heads to cut costs and find consolidation methods to offset the deficit.

Meanwhile, Westford's population continues to soar and the Crisafulli Elementary and the Rita E. Miller Elementary opened their doors to many happy children, parents and staff. Bob Smith resigned from the Permanent School Building Committee having been one of its original members. The Townspeople will be forever grateful for all of his hard work and perseverance on that committee.

The Stony Brook Middle School is almost built and a new Affordable Housing Complex is being built on the Stony Brook site, located between North Street and Route 40 along with many recreational fields and tennis courts. Existing recreation space is overused and crowded so this new sports complex will be a welcomed addition to the Town.

Elaine McKenna chose not to seek a second term on the Board of Selectmen and the Town voted in Alan Loiselle for his first term and Dini Healy-Coffin for her third term. We will miss Elaine's calm and common sense approach and wish her health and happiness in her retirement.

Westford's population has exploded and the pace of life is fast yet it is amazing to see how many citizens continue to volunteer their time and expertise to the many committees and Boards. On behalf of the Board of Selectmen, thank you!

To all of the Town employees, the Board of Selectmen thanks you for delivering excellent service to the townspeople and for your patience during these stressful financial times and cutbacks.

Respectfully submitted,

Dini Healy-Coffin, Chair

TOWN MANAGER

Citizens of Westford:

As we finished the year 2002 and entered into 2003, we have entered into what Paul Simon once sang as the "Ages most uncertain time." The threat of terrorism, almost certain war with Iraq, nuclear weapons in North Korea, and the dramatic downturn in the State's economy have us entering territory that we have not experienced before.

The State economy has affected us most significantly. Despite emerging from the Annual Town Meeting in May with a balanced budget, we have seen the threat of local aid cuts as well as the elimination of the DARE program and the Tobacco Control program. These circumstances have forced the Town to take some actions in order to hold the line until the Governor devises a plan to balance the State deficit.

Firstly, a hiring freeze was instituted in order to determine what position vacancies were absolutely essential to fill. Secondly, the Town offered an Early Retirement Incentive to eligible employees. 13 employees retired under that program, saving the Town \$ 59,000 in the first year. The Committee for Efficient Town Government (formerly known as the Blue Ribbon Commission) kicked into high gear, searching to improve our efficiencies. The Town aggressively sought methods to save money on health insurance costs for our employees and retirees. The Town was able to consolidate all of our health coverages into one carrier, saving the Town and its employees over \$900,000.

As State government retrenches in Fiscal Year 2004 and beyond, the Town must learn to become less reliant on local aid. Our future deficits must be creatively dealt with and we must find ways to live within our means and face the future without a safety net from the Commonwealth.

On the environmental front, the EPA deemed the Town a responsible party for waste oil disposed at the Beede Oil site in Plaistow, New Hampshire. The Town was among hundreds of parties that had waste placed in this Superfund site. In the summer, the Town settled with the EPA for an amount of \$11,000. The Town also continued its monitoring of its former landfill site to determine whether methane gas levels are diminishing over time. By year's end, we are hopeful that the natural reduction of methane gas will enable us to avoid a costly methane reduction project.

On the personnel side, Assistant Town Manager Jeff Chelgren resigned in June to become Town Administrator in Wenham. Norman Khumalo, the former Town Planner in Walpole, has replaced him. Town Planner Eric Eckman left Town employ to work on his Master's Degree at MIT. Timothy Greenhill replaced him. We wish both Jeff and Eric the best of luck and we know Westford is a better place because of their work. To our new people, we look forward to working with them on the many issues facing the Town. The Town also concluded successful negotiations with the Communication Workers of America, our largest union, which comprises employees that include clerical; Water department; Library; Police and Fire dispatchers, to name a few.

Once again, I would like to thank the Board of Selectmen, Town employees and the public for their continued support.

Respectfully submitted,

Steven L. Ledoux, Town Manager

BOARD OF ASSESSORS

YEARS ACTIVITIES

The Assessors office completed an interim revaluation for fiscal 2003. This is based on a valuation date of January 1, 2002 for FY 2003 and a thorough sales analysis of sales occurring in calendar year 2001. The Assessors Office has also analyzed all land sales, land residuals, and tear downs. This was based on the fact that market values have continued to appreciate. New Growth for FY 2003 is \$58,170,030, which is a decrease of \$56,843,139 or approximately 49.4% over FY 2002. This huge decline in growth was due to:

- 1) Fewer Commercial and Industrial parcels being built or developed.
- 2) Fewer additional new parcels in all classes added since FY2002.
- 3) Fewer new homes and subdivisions.

There has been an increase of 77 new single family dwelling units added this fiscal year. There has been a loss of buildable lots, which have been absorbed into improved parcels. There has been fewer approved subdivision than the previous fiscal year.

The total FY 2003 value of all taxable classes of real and personal is \$2,944,209,422. The levy is \$42,720,479. The indicated single tax rate for FY 2003 of all classes is \$14.51 per thousand. This is a 6.88% decrease over the FY2002 tax rate or \$1.07 less. The Board of Selectmen voted to adopt a Small Commercial Exemption for FY 2003. This in effect shifted the tax burden within the Commercial/Industrial class. The FY 2003 Commercial/Industrial tax rate was increased slightly to \$14.66. The FY 2003 average single family assessed value is \$347,271 and is a 14% increase over the FY 2002 average single family assessed value of \$304,460. The average FY 2003 tax based on the new figures equals \$5,038.90. This is an increase of approximately 6.2% or \$295.41 over the average FY 2002 tax of \$4743.49. The Department of Revenue certified the results of this assessment data to be within their statistical requirements and the tax bills went out on time.

Continued growth in the tax levy resulted in an increase in overall taxes for FY 2003. The Assessors office is continuing to update property data to achieve a higher level of accuracy. This is a constant on-going process to ensure that tax assessments are equitable to all taxpayers. A representative from the Assessors office visited approximately 1000 parcels for FY 2002, of these there were 447 building permits. The more accurate we can make this data, the more accurate the assessments will reflect current market value.

Fiscal year 2002 saw a slight increase in applications for abatements of Real and Personal property from FY 2001. This was because property values had been adjusted for FY 2002 through a triennial recertification and revaluation. Westford is a very desirable community as reflected in market activity and sale prices. It has remained one of the fastest growing towns in the area. This desirability and demand to live in Westford coupled with a shortage of housing inventory continues to increase property values in terms of sale prices and subsequently assessments. It has been a very busy year for the Assessors office with updating office procedures, refining the exemption process for the Community Preservation Act, and completion of the interim revaluation. The staff deserves much

credit meeting all the demands and challenges with competence and dedication to the town. The Assessors office recognizes that taxes are increasing as the town continues to grow and the demand for service increases. As always, we will continue striving for providing good customer service to the taxpayers. Our goal is to make every effort to assist the taxpayer understand their assessments.

Exemptions

In Fiscal year 2002 the Board of Assessors granted two hundred three (251) statutory exemptions for property taxes in the total amount of \$183,518.70 (Veterans, Elderly over 70, Blind, etc.). This was an increase of 38 applicants. In Fiscal year 2001 the total amount was \$139,417.27. The majority of the increase is due to the adoption of Chapter 126 of the Acts of 1988, allowing the statutory exemption to be increased to double their stated exemption amount. There were 248 CPA exemptions for a total of \$19,327.91.

Abatements

In Fiscal year 2002 there were 89 request for abatements on Real and Personal property. 73 abatements were granted, 10 were denied. There were five appeals filed with the Appellate Tax Board. Four of these cases are to be heard and one has been settled and withdrawn.

Respectfully submitted,

Jean-Paul Plouffe, Principal Assessor

Titus Palmer, Chair
Diane Holmes
James Leary

BYLAW REVIEW PROJECT

In November 2001, town meeting accepted a new format for the town's non-zoning bylaws proposed by this Committee. The Committee, made up of members of the League of Women Voters of Westford, began this project in 1999 at the request of the Selectmen.

In 2002, committee members reviewed the non-zoning bylaws to identify sections which were either archaic, irrelevant or had been superceded by State law. An example was the Plumbing Code in our bylaws which had not been applicable since the State building code was adopted in the early 1980s.

The Committee provided each department with the sections of the bylaw that were pertinent to its operation, including notes from our research, and asked the department heads to review the bylaw for content. Their feedback was incorporated into bylaw amendments subsequently approved under Article 30 at the May annual town meeting and Article 16 of the November 12 special town meeting.

The complete text of the changes appears in the minutes of those town meetings elsewhere in this Town Report.

The League of Women Voters of Westford is pleased to have been able to offer the time and dedication of its members to help the Town with this project over the past four years.

Respectfully submitted,

Lynn Cohen, Chair

FINANCE COMMITTEE

The Finance Committee is an independent town board whose nine members are appointed by the Town Moderator for overlapping three-year terms. The Committee is charged with advising Town Meeting on all matters with a financial impact on the town. In order to make informed recommendations, committee members regularly consult other committees and town officials.

The Committee began calendar year 2002 with work on the budget for Fiscal Year 2003. With the continued close cooperation of Town Manager Steve Ledoux and Finance Director Suzanne Marchand, the committee considered a variety of cost-saving strategies. In order to address the structural gap between revenues and expenditures identified in the financial projections first presented in 2001, the committee supported the administrative team's proposals. These included consolidating technology into a single department town-wide; instituting fees for ambulance service and trash collection; and creating a Parks and Recreation department to supervise facility maintenance and properly administer the existing fee structure for use of town property. The Finance Committee also supported the Town Manager's budget, which included the projected revenues from new fees, level funding for town expenses, and a modest increase to the school department. Town Meeting ultimately accepted the recommendation for ambulance fees and rejected the proposed trash fees. The loss of this revenue resulted in a budget shortfall of approximately \$600,000; to make up this shortfall, Town Meeting accepted the Finance Committee's recommendation to cut funding to all town departments equitably. Town Meeting passed a balanced operating budget of \$66,568,587.

In the aftermath of Annual Town Meeting, the committee discussed its concerns regarding how well, or poorly, voters understood the budget they voted to approve. Members discussed a number of ways to improve debate and understanding of expenditures. The Finance Committee chose to appoint a Finance Committee Book Subcommittee, charged with the task of improving the quality of the committee's communication with the voters via the Annual Report and Recommendations book mailed to all households.

In July, the committee conducted its annual reorganization and elected Liz Adams, Chair; Harv Greenberg, Vice Chair; and Erica Davidson, Clerk.

Finances at the state level appeared to indicate a substantial cut in local aid for Fiscal Year 2004. Accordingly, the Finance Committee began to argue strongly for conservative planning. As the budget process for FY04 began, the town faced the grim likelihood of a substantial gap between revenues and expenditures. In addition, debt service for already-approved construction of new facilities would begin to be paid. Overall weakness in the local, state, and national economy further underlined the need for prudence. As Supt. Foster said, the town faced a "perfect storm" scenario: extreme financial pressure coming from three directions, and anticipated continued growth in demand for services.

At Special Town Meeting in the fall, Town Meeting accepted the Finance Committee's recommendation to appropriate \$2 million from certified free cash to the stabilization fund,

bringing the balance in the stabilization fund to \$4,550,148. Unusually, and perhaps uniquely, the committee also found itself on the same side of a debate as the Conservation Commission regarding a proposed bylaw change to allow the Nashoba Valley Technical High School to connect to the Chelmsford sewer system. Proponents of the article argued for environmental and financial benefits to the town; the Conservation Commission rejected the environmental argument, and the Finance Committee rejected the financial argument. Town Meeting, however, was persuaded, and the bylaw change passed. A bylaw change also passed regarding the Finance Committee's annual report. This change placed legal responsibility for publishing the Annual Town Meeting warrant in the Annual Report and Recommendations book, consistent with long practice, and changed the date for publication of that document to agree with the deadline for setting of the warrant.

Membership of the committee changed during the year. The committee welcomed new members Erica Davidson and Kelly Ross. In the fall, the press of personal commitments compelled member Joe Diamond to resign, with the hope that he would return later in the fiscal year. The committee looks forward to his return.

The Finance Committee would like to thank the Town Manager, Finance Director, and Board of Selectmen for their close cooperation as we move forward in these difficult financial times.

Respectfully submitted,

Liz Adams, Chair

FINANCE DEPARTMENT

The Financial Statements for the Fiscal Year ended June 30, 2002 are herewith submitted.

The data represents a fair and accurate presentation in all material aspects of the Town's financial position and results of its operations.

The report is based on information recorded using the Uniform Municipal Accounting System(UMAS) of the Massachusetts Department of Revenue.

An audit of the Town's financial records by Melanson Health and Company, PC , Certified Public Accountants has been completed and the results of that audit are available in my office for public inspection.

Respectfully Submitted,

Suzanne C. Marchand, Finance Director/Treasurer

Combined Balance Sheet -
All Fund Types and Account Group

June 30, 2002

Finance Department

ASSETS

	Governmental Fund Types			Proprietary Fund Types		Fiduciary Fund Types	Account Group	Totals
	General	Special Revenue	Capital Project	Enterprise	Internal Service	Trust and Agency	General Long-Term Debt	(Memorandum Only)
Cash and cash equivalents	\$ 9,356,609	\$ 2,661,992	\$ 22,976,561	\$ 1,983,057	\$ 175,454	\$ 6,032,522	\$ -	\$ 43,186,195
Cash held by others	-	-	-	-	322,235	-	-	322,235
Receivables:								
Taxes	931,230	-	-	-	-	-	-	931,230
Excises	261,665	-	-	-	-	-	-	261,665
Charges for services	-	-	-	358,116	-	-	-	358,116
Street betterments	1,947	-	-	-	-	-	-	1,947
Due from other governments	-	-	50,572	624,994	-	-	-	675,566
Other	-	120,255	-	-	-	-	-	120,255
Amount to be provided by state	-	-	-	-	-	-	25,950,384	25,950,384
Amount to be provided for the retirement of general long-term debt	-	-	-	-	-	-	27,551,546	27,551,546
Total Assets	\$ 10,551,451	\$ 2,782,247	\$ 23,027,133	\$ 2,966,167	\$ 497,689	\$ 6,032,522	\$ 53,501,930	\$ 99,359,139

LIABILITIES AND FUND EQUITY

Liabilities:								
Warrants payable	\$ 2,934,553	-	-	\$ -	\$ 144,000	-	-	\$ 2,934,553
Accrued liabilities	186,545	-	-	-	-	-	-	330,545
Deferred revenues	928,052	12,964	-	358,116	-	-	-	1,299,132
Bond anticipation notes payable	-	-	51,930,000	-	-	-	750,000	52,680,000
General obligation bonds payable	-	-	-	-	-	-	52,641,430	52,641,430
Landfill post-closure care costs	-	-	-	-	-	-	110,500	110,500
Other liabilities	110,926	-	-	127,825	263,535	1,264,600	-	1,766,886
Total Liabilities	4,160,076	12,964	51,930,000	485,941	407,535	1,264,600	53,501,930	111,763,046
Fund Equity:								
Fund balances:								
Reserved for encumbrances	849,088	-	-	415,196	-	-	-	1,264,284
Reserved for endowments	-	-	-	-	-	403,982	-	403,982
Unreserved/undesignated	5,542,287	2,769,283	(28,902,867)	-	-	4,363,940	-	(16,227,357)
Retained earnings	-	-	-	2,065,030	90,154	-	-	2,155,184
Total Fund Equity	6,391,375	2,769,283	(28,902,867)	2,480,226	90,154	4,767,922	-	(12,403,907)
Total Liabilities and Fund Equity	\$ 10,551,451	\$ 2,782,247	\$ 23,027,133	\$ 2,966,167	\$ 497,689	\$ 6,032,522	\$ 53,501,930	\$ 99,359,139

TOWN OF WESTFORD, MASSACHUSETTS

Combined Statement of Revenues, Expenditures and
Changes in Fund Balance -
All Governmental Fund Types and Expendable Trust Funds

For the Year Ended June 30, 2002

	Governmental Fund Types			Fiduciary Fund Types		Totals
	General	Special Revenue	Capital Projects	Expendable Trust	(Memorandum Only)	
Revenues:						
Taxes	\$ 39,972,265	\$ 809,367	\$ -	\$ -	\$ -	\$ 40,781,632
Excises	2,768,940	-	-	-	-	2,768,940
Interest and penalties	507,276	-	-	-	-	507,276
Departmental	288,863	-	-	-	-	288,863
Licenses and permits	886,289	-	-	-	-	886,289
Intergovernmental	18,151,951	-	710,414	-	-	21,192,147
Charges for services	-	2,329,782	-	-	-	2,839,081
Interest earnings	970,933	2,839,081	-	100,794	-	1,071,727
Fines, forfeitures, and fees	26,765	-	-	-	-	26,765
Other	575,006	1,219,860	20,000	2,006	-	1,816,872
Total Revenues	64,148,288	7,198,090	730,414	102,800	-	72,179,592
Expenditures:						
Current:						
General government	2,477,653	172,384	-	-	-	2,650,037
Public safety	5,994,565	1,105,793	303,008	-	-	7,403,366
Education	33,019,368	3,897,806	-	-	-	36,917,174
Public works	4,374,300	-	30,137,529	-	-	34,511,829
Health and human services	612,454	152,747	-	-	-	765,201
Culture and recreation	1,399,375	335,651	155	-	-	1,735,181
Employee benefits	3,643,595	-	-	-	-	3,643,595
Miscellaneous	-	20,482	29,759	-	-	50,241
Debt service	9,095,323	-	-	-	-	9,095,323
Intergovernmental	201,901	-	-	-	-	201,901
Total Expenditures	60,818,534	5,684,863	30,470,451	-	-	96,973,848
Excess (deficiency) of revenues over expenditures	3,329,754	1,513,227	(29,740,037)	102,800	-	(24,794,256)
Other Financing Sources (Uses):						
Operating transfers in	239,567	54,825	-	2,109,851	-	2,404,243
Operating transfers (out)	(2,109,851)	(257,414)	-	(36,978)	-	(2,404,243)
Total Other Financing Sources (Uses)	(1,870,284)	(202,589)	-	2,072,873	-	-
Excess (deficiency) of revenues and other sources over expenditures and other uses	1,459,470	1,310,638	(29,740,037)	2,175,673	-	(24,794,256)
Fund Balance, Beginning	4,931,905	1,458,645	837,170	2,188,267	-	9,415,987
Fund Balance, Ending	\$ 6,391,375	\$ 2,769,283	\$ (28,902,867)	\$ 4,363,940	-	\$ (15,378,269)

TOWN OF WESTFORD, MASSACHUSETTS

Statement of Revenues and Other Sources,
and Expenditures and Other Uses -
Budget and Actual - General Fund

For the Year Ended June 30, 2002

	<u>Budget</u>	<u>Adjusted Actual</u>	Variance Favorable (Unfavorable)
Revenues and Other Sources:			
Real estate and personal property taxes	\$ 39,714,237	\$ 39,714,237	\$ -
Motor vehicle excises	2,568,523	2,768,940	200,417
Charges for services	239,000	288,863	49,863
Interest, penalties and other taxes	310,000	507,276	197,276
Licenses and permits	500,000	886,289	386,289
Fines and forfeitures	25,000	26,765	1,765
Intergovernmental	16,031,990	16,278,397	246,407
Interest earnings	500,000	970,933	470,933
Teacher pay deferral	201,058	201,058	-
Transfers in	28,000	239,567	211,567
Free cash	2,129,851	2,129,851	-
Miscellaneous	-	575,006	575,006
Total Revenues and Other Sources	62,247,659	64,587,182	2,339,523
Expenditures and Other Uses:			
General government	3,020,727	2,812,803	207,924
Public safety	6,192,097	5,993,258	198,839
Education	31,171,374	31,122,924	48,450
Public works	4,357,477	4,377,673	(20,196)
Health & human services	620,297	588,525	31,772
Employee benefits	3,634,327	3,615,527	18,800
Culture & recreation	1,397,722	1,317,867	79,855
Debt service	8,961,103	8,908,778	52,325
Intergovernmental	221,029	215,670	5,359
Overlay deficit	4,741	4,741	-
Tax title	36,231	36,231	-
Teacher pay deferral	268,078	268,078	-
Transfers out	2,059,851	2,059,851	-
Other uses-snow and ice	302,605	302,605	-
Total Expenditures and Other Uses	62,247,659	61,624,531	623,128
Excess (deficiency) of revenues and other sources over expenditures and other uses	\$ -	\$ 2,962,651	\$ 2,962,651

TOWN OF WESTFORD, MASSACHUSETTS

Combined Statement of Cash Flows
Proprietary Fund Types and Similar Trust Funds

For the Year Ended June 30, 2002

	<u>Proprietary Fund Types</u>		<u>Fiduciary</u>
	<u>Enterprise</u>	<u>Internal</u>	<u>Fund Type</u>
		<u>Service</u>	<u>Non-Expendable</u>
			<u>Trust</u>
Cash Flows From Operating Activities:			
Operating/capital income	\$ 572,722	\$ 356,290	\$ 15,550
Investment income (loss)	-	-	(2,893)
Adjustments to reconcile operating income to net cash provided by operating activities:			
Increase (Decrease) in Current Liabilities:			
Accounts payable	(117,729)	(112)	(50)
Accrued liabilities	(39,905)	28,486	-
Other liabilities	(73,091)	263,535	-
Net Cash Provided From Operating Activities	341,997	648,199	12,607
Cash Flows From Capital and Related Financing Activities:			
Proceeds form State revolving loan	5,827,429	-	-
Capital expenditures	(5,868,163)	-	-
Payment of bond anticipation notes	(1,000,000)	-	-
Increase in due from other governments	(624,994)	-	-
Net Cash Provided From Investing Activities	(1,665,728)	-	-
Net increase (decrease) in cash	(1,323,731)	648,199	12,607
Cash, Beginning of Year	3,306,788	(150,510)	391,375
Cash, End of Year	\$ 1,983,057	\$ 497,689	\$ 403,982

Reconciliation of Fiduciary Fund

<u>Type Cash:</u>	
Expendable	\$ 4,363,940
Non-expendable	403,982
Agency	1,264,600
Total	\$ 6,032,522

TOWN OF WESTFORD, MASSACHUSETTS

Combined Statement of Revenues, Expenses and Changes in Fund Balance/
Retained Earnings - Proprietary Fund Types and Similar Trust Funds

For the Year Ended June 30, 2002

	Proprietary Fund Types		Fiduciary Fund Type Non-Expendable Trust Fund	Totals (Memorandum Only)
	Enterprise	Internal Service		
Revenues:				
Contributions	\$ 2,701,782	\$ 3,344,615	\$ 15,550	\$ 6,061,947
Total Revenue	2,701,782	3,344,615	15,550	6,061,947
Expenses:				
Public works	2,129,060	-	-	2,129,060
Insurance claims	-	411,329	-	411,329
Insurance premiums and cost	-	2,576,996	-	2,576,996
Total Expenses	2,129,060	2,988,325	-	5,117,385
Operating income (loss)	572,722	356,290	15,550	944,562
Non-Operating Revenues and Expenses				
Intergovernmental revenue	5,827,429	-	-	5,827,429
Capital outlay	(5,868,163)	-	-	(5,868,163)
Interest revenue (expense)	-	-	(2,893)	(2,893)
Net Non-operating Revenues and Expenses	(40,734)	-	(2,893)	(43,627)
Net Income (Loss)	531,988	356,290	12,657	900,935
Fund Balance/Retained Earnings, beginning	1,948,238	(266,136)	391,325	1,682,102
Fund Balance/Retained Earnings, ending	\$ 2,480,226	\$ 90,154	\$ 403,982	\$ 2,974,362

HUMAN RESOURCES

The mission of the Town of Westford's Human Resources Department is to actively manage employee related functions by providing the professional knowledge, skills and experience necessary to manage human resource issues in a manner which is fair, honest and consistent with good human resource management practices, which insures compliance with regulatory requirements and which strongly supports the Town's overall mission while ensuring consistently high levels of customer service to all employees of the Town and overall improvement of quality of services

Those functions include labor and employee relations, employment, diversity and affirmative action, compensation and benefits, training and development, safety, health and workers' compensation, employee related policy development and employee assistance.

Town employees interact with the Human Resources Department on a variety of individual concerns. These include health and life insurance claims, credit references, retirement planning, injuries on the job, fair treatment, grievances, disciplinary matters, job bids for promotion or transfer, career development and inservice training opportunities.

In the beginning of July the Personnel Advisory Committee was reestablished to advise the Town Manager on personnel issues.

Highlights and Accomplishments

- * Successfully negotiated to completion a three-year contract with the Communications Workers of America.
- * Successfully negotiated with respective Town, School and Union employee groups to completion an agreement that lowered the Town's health insurance premiums up to 28% for employees and 38% for retirees.
- * The Human Resources Department is continuing the process of implementing a full service office to serve the needs of the Town and its employees. This long range plan entails the ability to recruit and retain the best possible "talent" for the Town of Westford, sound policies and procedures that are in compliance with local, state, and federal laws; computerized employment processing and record keeping systems, better and more "creative" initiatives to lower our health insurance costs, employee and professional development, in-house training seminars, employee assistance and wellness programs, retirement planning and counseling to our valued retirees.
- * Continue to streamline internal processes for the receipt and referral of resumes/application resulting in faster acknowledgment to applicant, quicker referral of resumes to hiring departments and timelier review of candidates.

Respectfully submitted,

Chris Liebke,
Human Resources Director

TAX COLLECTOR								
JULY 1, 2001 - JUNE 30, 2002								
	Balance 7/1/2002	Commitments	Abatements	Tax Title	Refunds	Collections	Other Adjustments	Balance 6/30/2002
REAL ESTATE								
2002	(33,099.64)	39,535,759.72	(295,837.35)	(15,628.98)	214,021.28	(38,887,380.49)	24,413.51	542,248.05
2001	660,562.00		(6,727.09)	(88,152.06)	32,715.17	(593,320.67)	143.04	5,220.39
2000	52,579.76		(60.98)	(21,404.43)	17,014.77	(34,973.09)	(6,831.01)	6,325.02
PRIOR	(9,983.80)		(327.15)	(4,453.30)	32,261.37	(3,898.17)	(1,198.55)	12,400.40
TOTAL	670,058.32	39,535,759.72	(302,952.57)	(129,638.77)	296,012.59	(39,519,572.42)	16,526.99	566,193.86
EXCISE								
2002		2,340,551.31	(48,440.82)		20,121.98	(2,126,793.37)	38.07	185,477.17
2001	245,433.08	354,871.94	(27,048.89)		24,852.33	(565,299.23)	(14.41)	32,794.82
2000	31,076.10	25,632.77	(2,818.62)		2,746.58	(43,431.97)		13,204.86
PRIOR	148,485.03	978.61	(112,771.89)		226.77	(6,480.29)		30,438.23
TOTAL	424,994.21	2,722,034.63	(191,080.22)		47,947.66	(2,742,004.86)	23.66	261,915.08
PERSONAL PROPERTY								
2002	(182.40)	649,758.01	(2,539.43)		1,557.02	(635,413.98)	33.46	13,212.68
2001	7,599.42		(6,259.32)		1,689.26	(2,267.30)	1.58	763.64
2000	4,407.48		(5,068.57)		1,373.60	(220.15)	17.52	509.88
PRIOR	4,377.28		(3,710.21)		305.31	(591.89)	83.48	463.97
TOTAL	16,201.78	649,758.01	(17,577.53)		4,925.19	(638,493.32)	136.04	14,950.17
COMMUNITY PRESERVATION ACT (CPA)								
2002		834,812.89	(19,327.91)	(49.66)	2,469.25	(805,433.42)	(1.13)	12,470.02

TECHNOLOGY DEPARTMENT

This has been an exciting year both for this new department and myself. As for me, it was the first time I have had the opportunity to work in the public sector. I would like to take the opportunity to thank all those that have supported and mentored me in successfully achieving departmental goals and objectives.

I am glad to report that we have made significant progress in achieving the goals and objectives that we established for this department. We successfully accomplished the following undertakings:

- Merged the Technology Department and GIS.
- Moved the Technology Department to a new location in Forge Village to free up much needed space in Town Hall.
- Developed and implemented plans to improve the overall stability, performance and security of the network.
- Placed key locations on backup power where available to ensure continued operation during power outages.
- Improved heat and air conditioning at key locations to ensure a controlled environment for critical equipment.
- Brought key locations up to latest network wiring and management standards.
- Established and implemented a standardized network platform across the network.
- Implemented NAT (Network Address Translation) as the first step in improving overall security for the network.
- Highway and Town Hall now have a new voice system that provides many added features to include voice mail.
 - Moved key applications to new platforms to increase performance and capacity to enable new demands by departments. There are now two stations at the Assessors Office to provide improved customer service and reduce waiting time.
 - Completed complete inventory of all voice, workstations, servers and printers within the town and ensured that we are in compliance with manufactures software licensing.
 - Established standards for life cycle management of network, system, servers, software and printers to ensure that these elements remain in step with technology and total cost of ownership. This will ensure that we can enable users in achieving maximum productivity.
 - Started effort with the Merton Group to determine the feasibility of establishing a town owned broadband cable facility.
 - Continued efforts to bring CityView into production. This will provide enhanced tracking of permit requests through the approval process and tracking of permit when approved. This will enhance service delivery and access to information via the web for town employees and citizens.
 - We have established a complete backup strategy for critical systems to ensure ability to recover from disasters such as fire, etc.
 - Worked to move all technology expenditures from other departments under the Technology Department's budget.

- Began planning for the implementation of new dispatch system for the Fire Department and upgrade to Police Departments Pamet system.
- Verizon invested over 100K in Westford for a fiber optic cable run from the Main Street central office to the new Technology building in Forge Village.
- We continue to work to make the information available via GIS more useful for all departments. These efforts have produced the following results:

Began the planning for implementation of ArcIMS (Internet Mapping System), which will provide Internet access to key mapping information via the Internet.

- Completed mapping of Fire Hydrant/Cistern locations within a 1-meter accuracy.
- Town wide map showing Boston Med-Flight helicopter landing zones and boat launching pads across the town.
- Completed effort with Water Department and Board of Health, which has lead to a new water district map to present for approval at town meeting.
- Continue to enhance the available information on Kiosks on the second floor of Town Hall. Users can now gain access to the following information:
 - Parcel Boundaries
 - Zoning
 - Wetland Delineation
 - Surface Water Bodies
 - Stream
 - Partial Building Foot Prints
 - Town Owned Land
 - Water Mains
 - Gate Valves
 - Hydrants/Cisterns
 - 10 Foot Elevation Contours
 - Voting Precincts
 - Areas Affected By Tide Five
 - Location of Municipal Buildings
 - Digital Orthophotos
 - Certified Vernal Pools
 - Zone Iis
 - FEMA Flood Zones
 - Catch Basins
 - Street Centerlines
- New abutters tool implemented for Assessor's Office stream lines the time to generate an abutters list for clients.
- Clerk's Office is able to provide clients with faster response to requests for voting districts, trash and recycling route information.

Your Technology Department

- | | |
|--------------------|-----------------------|
| ■ Charles Reynolds | Technology Director |
| ■ Dave O'Hearn | Systems Engineer |
| ■ John Diniz | GIS Coordinator |
| ■ Laura LeClair | Help Desk Coordinator |

During the coming year, we will continue our efforts to improve stability, performance and security of the network, servers, workstations and applications to improve the delivery of services to our citizens.

Respectfully submitted,

Charles Reynolds
Technology Director

TOWN CLERK

The Town Clerk's Office operates with a staff of two full-time, one part-time and seasonal personnel, including more than 70 Election Officers. In 2002 we said good-bye to Janet Berube and Kristen Fisher with many thanks for their hard work and pleasant demeanor. In September we welcomed Rita Shipley whose assistance was as invaluable as it was timely, the week before the State Primary.

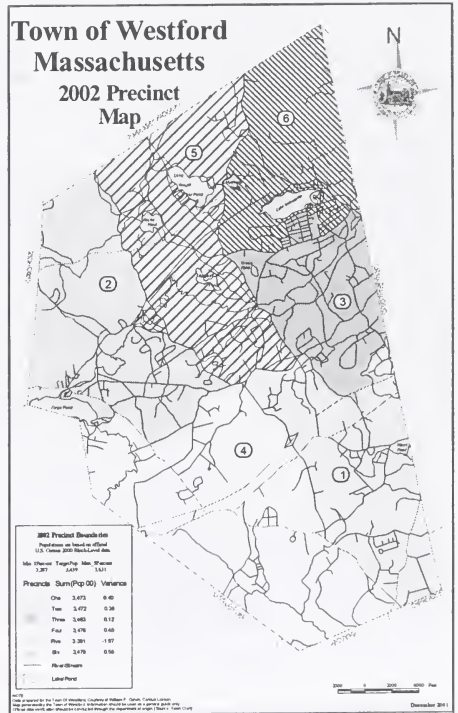
REGISTRARS

Following the 2000 Federal Census, a precinct was added to the existing five in Town, in order to maintain a balanced population distribution between precincts. The new precinct map went into effect on January 2002. The Registrars sought to find a suitable polling place for the new precinct and in the process reviewed existing polling places for suitability. The following polling locations were recommended and accepted by the Selectmen for the six precincts in Westford:

Precinct 1	Abbot School
Precinct 2	Day School
Precinct 3	Abbot School
Precinct 4	Robinson School
Precinct 5	St. Catherine's Parish Hall
Precinct 6	Abbot School

The Annual Census was conducted in February of this year, a little later than previous years in order to include new precinct information for voters on the census form. The majority of returns were received by the middle of May. Special thanks for Richard Dykstra for his assistance with the census this year. The population of Westford based on the census returns received is 20,486. That number climbed to 20,957 by the end of the year as inactive voters were updated in the system following the November State Election.

The data provided by the Census is used to update voter information in the State's Central Voter Registry (CVR), which is used to generate voter lists at Elections, Town Meeting and the Jury List. The School Department receives census data for school-aged children to help with enrollment information and projections; and the Council on Aging uses census data for service projections. Several other Town departments also rely on this data to assist with their daily work. The Town Clerk's Office appreciates the efforts of all residents to return census forms in a timely manner.



Town Clerk

Wilbert Vaughn retired from the Board of Registrars in May, after 40 years of dedicated service and will be missed by the Registrars, the staff at the Town Clerk's Office and the many residents who learned to expect a visit or a friendly phone call when they didn't respond to the annual census mailing. Mary Caless was appointed in his place shortly before the Town Election in May and brings great enthusiasm to meetings.

Virals

During the 2002 calendar year, 262 Births, 78 Marriages, and 128 Deaths were recorded. Assistant Town Clerk Patty Dubey officiated at two office marriages as a Justice of the Peace.

LICENSING

Dogs over six months of age must be licensed every year in Westford. In order to be licensed a current rabies certificate is needed. The cost per license is \$10 per dog (\$6 per dog if spayed or neutered). We licensed 2,136 dogs in 2002 thanks to the diligent efforts of Assistant Town Clerk Patty Dubey.

The Town Clerk's office serving as licensing agent for the Division of Fisheries and Wildlife issued 374 fishing, hunting & sporting licenses and 79 stamps during the calendar year. The Town keeps a portion of the license fees issued, which amounted to \$163.35.

PRESERVATION

We began prioritizing records for microfilming in order to preserve the oldest and most fragile records from further deterioration in the damp conditions that exist in the basement vault. A dehumidifier was installed by Chester Cook, which continues to draw the moisture out of the vault area. Special thanks to members of the Records and Archives Management Committee for their leadership in drying out the records in the basement vault and continued efforts toward the preservation of Town archives.

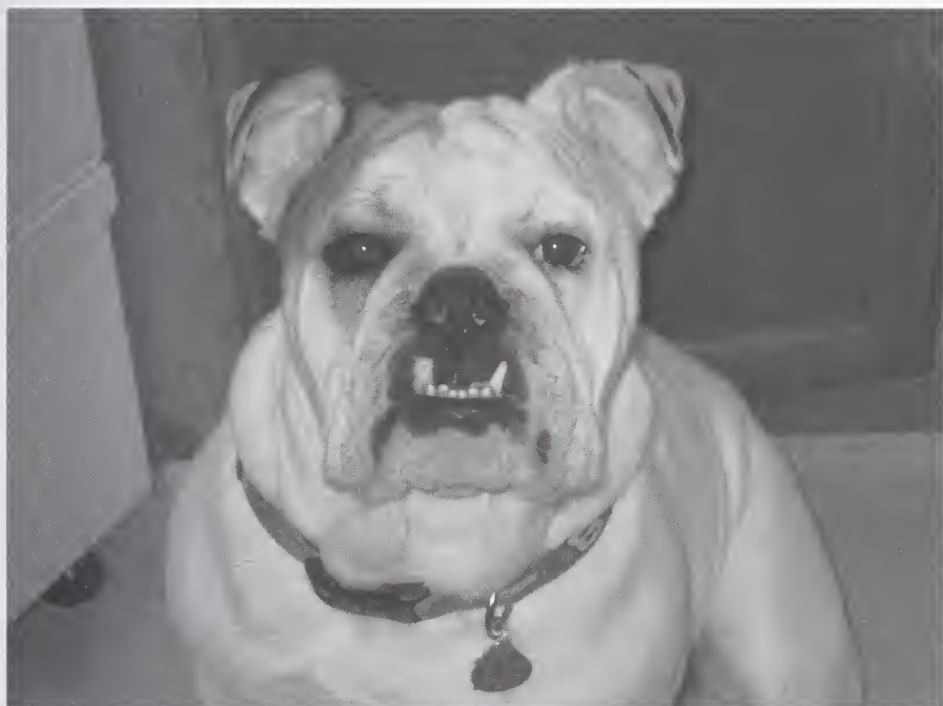
Historical Commission member Jane Hinckley uncovered a service flag from 1918 in the basement vault at Town Hall. Somewhat moth-eaten, but still vibrant in color, the 7'5" x 11'7" flag was made to commemorate our soldiers who participated in WWI. The names of the soldiers associated with the 109 blue and 4 gold stars on the flag are listed in the 1918 Town Report as supplied by the Massachusetts Soldiers' Information Bureau. The Selectmen presented the flag to the Historical Society for safe keeping and preservation.

MISCELLANEOUS

The Town Clerk's Office accepted 1,079 passport applications in 2002 that were forwarded to the Passport Processing Center. The execution fee that is kept by the town for each passport processed went from \$15 to \$30 per application in August of 2002.

Many thanks to all who have assisted the Town Clerk's Office throughout the year, including the League of Women Voters, Town Moderator Ellen Harde, Jane Hinckley; Richard Dykstra, Priscilla McGarry, and Thomas Shields for their assistance with census and preservation-related projects.

Respectfully submitted,
Kaari Mai Tari, Town Clerk



Otis, the Town Clerk's Office mascot, proudly displays his 2002 Dog Tag

ANIMAL CONTROL DEPARTMENT

The year 2002 proved to be an extremely busy year for the Animal Control Department.

The Animal Control Department patrols the towns of Westford, Littleton, and Tyngsborough, impounding dogs running at large, unlicensed dogs, investigates dog attacks, barking dogs, and reports of animal cruelty. In addition the Animal Control Department issues quarantines in the town of Westford, inspects barns, kennels and also responds to public safety issues including the interaction of wildlife and residents.

I would like to take this opportunity to extend my thanks to Assistant Animal Control Officer Judi Bassett, who recently retired after serving the town selflessly for almost 20 years.

Respectfully submitted,
Michael E. Harrington
Chief Animal Control Officer

ASST. ANIMAL CONTROL OFFICERS

Sharon Aaron
Tim Whitcomb

EMERGENCY MANAGEMENT AGENCY

During 2002, Westford Emergency Management continued being proactive in the war against terrorism. Actively participating in SATURN (Statewide Anti-Terrorism Unified Response Network). The SATURN program is the Commonwealth's first line of defense. WEMA continues to attend MEMA, meetings and the participated in the annual conference held in Worcester. Caches of 800 MHz radio were distributed Emergency Management, Mass Decontamination units distributed to District Fire Departments. We also participated in a tabletop exercise and a full-scale drill during 2003.

Additionally, WEMA attended grant meetings and the Emergency/Storm Restoration Plan meeting presented by Massachusetts Electric.

WEMA implemented a plan to enhance radio communications throughout town. Part of this plan was to create a backup radio system, which will be able to be used should either the police or fire radio systems fail. Construction of this system is well underway, and should be completed in the near future. Along the lines of communications, we completed testing of the Emergency Calling System (City Watch_{em}), specifically the "Assurance Calls". These calls are made to individuals who request to be placed on the list. They receive random/or regular automated calls checking on their well being, this system works in conjunction with the Westford Senior Services.

We began to look at the special operation unit, to see how this vehicle might better be used to serve the town in emergency situations. Enhanced radio and communications were top on the needs list. The Police Amateur Radio Team (P.A.R.T.) stepped up to the task and have been scheduling time to put their knowledge and ability into this task. They used this vehicle during their field day and evaluated its current condition and needs.

W.E.M.A. commits to continue to work on disaster preparedness, from both natural and man made threats.

We would like to thank P.A.R.T, Chief Rochon, Chief Welch, and the Town Manager for the support and assistance over the last year.

Respectfully submitted,

Tim Whitcomb, Westford Emergency Mgt. Co-Director

Joe Targ, Westford Emergency Mgt. Co-Director

FIRE DEPARTMENT

TRAINING

During the past year, we have continued with our strong commitment to training for our firefighters and emergency medical technicians. While we continue our standard training activities, we focused heavily on two areas this year. The first area was training with new water rescue boats and ice rescue equipment; which allows us the ability to handle a wide range of water incidents throughout our community. The second area is the new ladder truck, which will provide a new level of safety giving the firefighter the ability to work out of a bucket, which is similar to the cable and electric company. The new ladder will allow us to better serve the community, while keeping our firefighters safer than in the past. This spring, we will be hosting some open houses to allow you to see first hand what this new piece of equipment will do for our community.



The future provides us with many challenges to overcome and since September 11th, it is now a reality to have to think of bio-terrorism, and training in the event of a terrorist, or an industrial release of chemical or biological agents. As part of the State bio-terrorism task force, we have worked at bringing 92 mass decontamination units to Massachusetts through a federal grant. Some of the units will respond if needed directly to protect hospitals and others will respond directly to the scene of the incident. The response of these Mass Decon Units gives Massachusetts a capability that is unmatched in the nation. Four of these units will be located in our fire district available for immediate response.



In addition to thinking about protection and training for personnel from terrorism, we also need to look at the area of immunization of our public safety personnel for smallpox. Much discussion still remains at the state level in regards to how, when, and under what circumstances should our safety personnel have the smallpox vaccine. The issue still remains unresolved. There are many unanswered questions that need to be sorted out, and as we work towards resolution, we realize that it may have an impact on our budget.

Training Division

As I mention above with two areas of training, I must give a special thank you to Lieutenant Bob Benoit (Emergency Medical Services Director) and David O'Keefe (Fire Services Director), as well as all the instructors that assist them throughout the year to make our training program successful. This group of individuals continues to bring training programs to our department keeping us better prepared to respond to the needs of the community. Our fourth Firefighter I/II class has finished and now brings us to new level of certified personnel unlike any other community in the state that has done this program.

GRANTS

This year we have had the opportunity to receive 3 grants, first a grant for \$2,000.00 from the Governor's Highway Safety Bureau for the use of child safety and car seats. This grant allows Firefighter Bill Stone, who is certified in this field, to have child safety checkpoints and to assist the public with proper car seat installation. Our second grant was received from the Federal Emergency Management Agency in the amount of \$47,000.00 with 10% matching funds that the Town voted on at fall Town meeting. We will be using these funds for fire operations and firefighter safety, utilizing a live fire flashover simulator, which will help with our training program, as well as firefighter safety. The third grant is from the Commonwealth of Massachusetts, Office of Public

Fire Department

Safety for \$31,000.00 to be used for equipment to enhance our capabilities to prepare or respond to any acts of terrorism. A special thank you goes out to Lieutenant Jim Barrett for working so hard and diligently to investigate and prepare all the necessary documentation to help get the federal and state grants.

Staffing

Staffing will continue to be a need for this Town and department. As I reported last year, given the growing community that we have; coupled with increased number of calls, it has become increasingly difficult to have efficient response times throughout the Town. I strongly believe that additional personnel are needed to bring us to a level of service that is needed for this size community. The future will bring the need to review adding a new sub station and manpower in the Parkerville section of Town. As we've seen with the sub-station in Forge/Graniteville section the need to man the station is inevitable. Again, it is not without its challenges and we will continue to look at alternate ways to fund these personnel needs.

Capital Program

This year we worked on several projects such as mechanic tools to help reduce the cost of sending our equipment out to be serviced or repaired. Our department mechanic, firefighter Shawn Ricard along with Captain Steve Ducharme, continue to keep the cost of repairs and services down to the department and the Town and we owe them a great bit of gratitude. Other equipment that we were able to obtain this year were two palm thermal imaging cameras which are invaluable assisting in keeping firefighters safe, as well as a tool to search for hot spots and faulty or overloaded equipment, or searching for a person at night. This will help reduce the cost of keeping personnel on the scene longer than is necessary. This year we also improved our ability to handle water rescue by replacing our row-boat (from the 50's) to boats that are faster and safer for our personnel as was seen this summer on Nabnassett Lake for a sinking boat with people on it. In addition, we were able to add another rescue sled and ice rescue suits allowing us to deploy any and all of this equipment at any given time. We've also seen modifications in our Self Contained Breathing Apparatus (SCBA). The modification included a buddy breathing connection that would allow a firefighter, who runs out of air, to connect to his/her fellow firefighter to exit the situation at hand safely. Although some projects have not or cannot be finished because of the financial impact over the Town, we will continue to work at finishing these as money becomes available.

Thank You

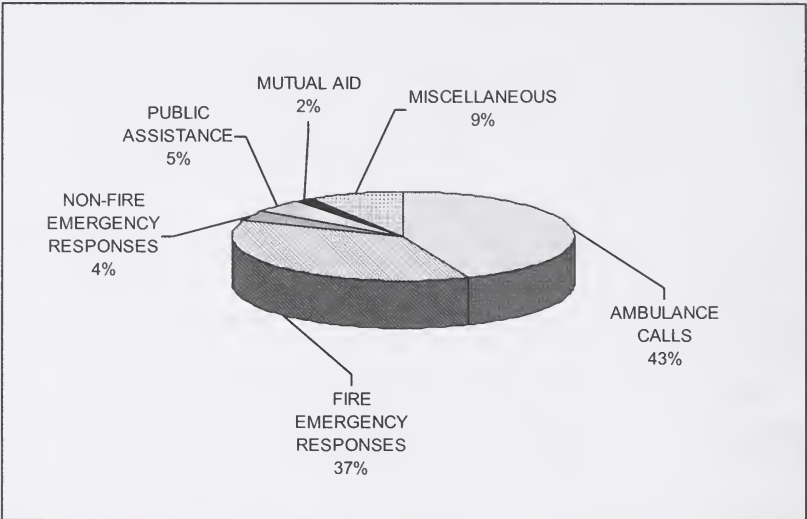
In January, 2003 I reported at the selectmen meeting how our fire department personnel have work diligently on using there personal skills and other trades that they have, to help save the Town money on various projects. Over a seven year time period they have been able to save the Town \$684,100.00, which I feel is outstanding effort. I would like to personally thank Lieutenant Mark Valcourt for colleting and putting together our data for reporting each year. A special thank you goes out to all our personnel who continue to offer this direct savings to our department and the Town. I would like to thank the area fire departments, as part of our mutual aid system, for their continued support to our community. A special thank you to the department heads that like myself will face many challenges over the next few years. I am confident we will work together to overcome these difficulties. To the men and woman of our department, not enough thanks can be said for your continued support of the department and the community which help makes this a great community to live and work in. Every year my family gets a little older and the kids get little bigger,

it's amazing how fast it goes by, Maria and Kayla have entered pre-K and I would like to thank them and my wife for always being there for me and bring me great joy and appreciation. Again I cannot end this report without taking the time to say thank you to our residents who continue to support our department each and every year, your continued support enables us to bring the best possible service to you. THANK YOU.

Respectfully submitted,
Richard Rochon, Fire Chief

FIRE DEPARTMENT CALL LOG

AMBULANCE CALLS	1268
FIRE EMERGENCY RESPONSES	1058
NON-FIRE EMERGENCY RESPONSES	113
PUBLIC ASSISTANCE	143
MUTUAL AID	54
MISCELLANEOUS	255



26F- RESALES & REFINANCES	339
26G - NEW CONSTRUCTION	185
AGRICULTURE BURN	0
HOSPITAL DIVERSION	27
BLACK POWER BLAST	27
BLASTS MONITORED	189
BOARD OF HEALTH NOTIFIED	0
BOMB SQUAD REQUESTED	0
BRUSH PERMITS	1693
COOKING FIRE PERMIT	64
EMERGENCY MANAGEMENT ACTIVATED	0
EXIT DOOR VIOLATION	0
FIRE DRILLS	83
FLAG BURNING PERMIT	2
DELAYED SCHOOL	1
NO SCHOOL	1
PRIMER CORD BLAST	0
STATE FIRE MARSHALL NOTIFIED	27
STATIONS MANNED	0
WORKING ON / SYSTEMS TESTS	646
HOUSE MOVE	1
EARTHQUAKE	1

POLICE DEPARTMENT ROSTER

Chief of Police

Robert M. Welch, Jr.

Deputy Chief

Thomas M. McEnaney

Captain

Edward A. Cossette

Lieutenants

Edward P. Rochon, Jr. - Administration

Joseph J. Roy - Operations

Joseph A. Shields – Special Services

Patrol Sergeants

Hervy P. Cote
Michael Mayer
Ronald L. Paulauskas

Donald H. Pick
Marc Proia
Stephen F. Timothy

Patrol Officers

Mark Chambers
Michael Croteau
Julie Driscoll
William Duggan
Joseph Eracelo
Joel Gagne
George Higgins
Michael Jelley
Steven Keins
Cynthia Labbe

Kristin Leary
Christopher Lenney
William Luppold
James McCusker
Daniel O'Donnell, Jr
Scott Peloquin
Michael Perciballi
Michael Saunders
Joseph Walker
David Welch

Police Department

SPECIAL SERVICES

Det. Sgt. Walter Shea
Det. John Caron-SRO
Det. David Connell-K9
Sgt. Victor F. Neal, Jr.-Court Prosecutor
Raymond Peachey-Community Service Officer

Det. Kenneth Delaney
Det. Megan Guthrie-SRO
Det. Dennis Rogers

AUXILIARY OFFICERS

Kathy Arguelles
Nicholas Brancato
Greg Brown
Nicole Caruso
Gordon Clark
Mike Harrington
Jon-Allen Haslam
Amy Landry
Byron Lane

Gregory Marchand
James Moriarty
Daniele Paganelli
Gary Perin
Marie Raffaello
Christopher Ricard
Steve Romard
Timothy Whitcomb
Michelle Wright

TRAFFIC SUPERVISORS

Barbara Buchanan
Sheila Curley

Mary Hill
Lorraine Priest

TELECOMMUNICATORS

Sharon Aaron
Nicole Caruso
Jon Allen Haslam

Amy Landry
Byron Lane
Timothy Whitcomb

Michelle Wright

OFFICE PERSONNEL

Jo Cobleigh
Jean Guthrie

Donna McCafferty
Linda Zarzatan

CUSTODIAL

Christopher Luck
Mary Sawyer

POLICE CALL LOG

Arrest	171
Arrest Juvenile	10
Protective Custody	26
R.O.Violations	16
Accident MV-Fatal	1
Accident MV-Injury	65
Accident MV-No Injury	530
Accident-Industrial	1
Accident-Other	134
ACO call out	12
Alarm	1230
Ambulance	936
Animal Cruelty	8
Animal Stray	50
Animal/MV Collision	14
Animal-Vicious	6
Annoying Opposite Sex	4
Assault-Felony	2
Assault-Simple	14
A&B Physical	10
A&B Weapon	4
Assist Motorist	13
Bank Escort	10
B&E Attempt	5
B&E Forced	15
B&E Unlawful Entry	1
B&E Unfounded	2
Bomb Threat	1
Building Found Open	95
Bylaw Violation-Cars	33
Bylaw Violation-Dogs	22
Bylaw Vioation-Drinking	1
Bylaw Violation-Other	22
Child Abuse	6
Child Neglect	1
Commitments	5
Counterfeiting	2
Disorderly Conduct	2
Disturbances	270
Disturbing the Peace	2
Domestic	131
Drugs-Other	11
Drugs-Possession	20

Drugs-Sale	1
Firearm Violation-Discharge	19
Firearm Violation-Possession	1
Fire-Alarm	262
Fire-Building	35
Fire-MV	16
Fire-Other	129
Fireworks Violation	29
First Responder	26
Fraud	14
Funeral Escort	9
General Offenses	7
General Services	642
Harassment	25
Health Hazard	10
Indecent Exposure	3
Injury to Property-Private	223
Injury to Property-Public	24
Investigation	3
Larceny	210
Larceny Attempt	3
Larceny by Check	12
Larceny by Credit Card	13
Larceny from MV	47
Larceny MV-Auto	3
Larceny MV-Truck	1
Liquor-Possession	4
Liquor-Sale Minor	1
Liquor-Ill Sale	2
Lock Out	312
Lost Child	9
Message Delivery	45
Missing Person	20
Mutual Aid	111
MV Abandoned	9
MV Citations	3742
MV Disabled	368
MV Violations	561
Officer Wanted	4
Order Served	40
Property Found	96
Property Lost	28
Property Recovered	19
Property Insecure	5
Prowler	23
Rape-Attempt	1
Receiving Stolen Property	2
Record Check	5

Removal Animal	65
Repossession	18
Robbery-Attempt	1
Robbery-Firearm	1
Robbery-Knife	1
Robbery-Unarmed	2
Rubbish Disposal	15
Safety Hazard	119
Search Warrant	4
Security Check	53
Sex Offense-Other	9
Shoplifting	6
Stolen Property Received	1
Sudden Death	9
Suicide Attempt	9
Summons Served	139
Surveillance MV	20
Surveillance Person	14
Suspicious MV	272
Suspicious Person	174
Telephone 911 Hang Up	229
Telephone 911 Non Emergency	412
Telephone 911 Other	40
Telephone Harassment	44
Telephone Obscenity	1
Threatening	31
Traffic Control	1
Traffic Hazard	176
Transportation	29
Trespassing	30
Truancy	7
Vicious Animal	4
VIN Check	19

NASHOBA VALLEY TECHNICAL HIGH SCHOOL

School Data

Type: Public, regional, four-year vocational technical high school

<i>Accreditation:</i>	New England Association of Schools and Colleges.
<i>College Board Code Number:</i>	222-333
<i>Faculty:</i>	59 certified teachers
<i>Pupil Teacher Ratio:</i>	10:1

Calendar Three twelve-week trimesters. Eight forty-five minute periods, five days per week.
The school schedule alternates one week of academic classes with a week in a vocational-technical program for grades ten through twelve.

STUDENT ENROLLMENT: As of October 1, 2002

Chelmsford	29
Groton	89
Littleton	45
Pepperell	21
Shirley	112
Townsend	37
Westford	96
Ayer	45
School Choice	54
Total Enrollment	528

VOCATIONAL-TECHNICAL PROGRAMS

Auto Body Repair
Automotive Technology
Banking, Marketing & Retail
Construction/Cabinet Making
Culinary Arts
Dental Assistant
Early Childhood Education
Electrical Technology
Electronics/Robotics

SOON TO COME:

Theater Arts / TV Media Production
Environmental Engineering

Graphic Communications
Horticulture/Landscape Design
Hotel/Restaurant Management
Machine Tool Technology
Medical Occupations
Office Technology/Telecommunications
Painting & Decorating/Interior Design
Plumbing/Heating
Pre-Engineering

MCAS INTENSIVE PROGRAMS

Nashoba has had an **MCAS Summer Program** for the last three years for incoming students and current students free of charge.

MCAS Academies in English and Math are provided for freshmen and sophomores during the school day.

Academic Success Center is an after school for ninth through eleventh grade students focusing on individualized assistance in areas of weakness.

Individual Student Success Plan assigns students with a mentor who will identify areas of weakness and work with Academy Teachers, Success Center Tutors, and the student's regular academic teachers to help the student improve on these targeted areas.

Eleventh Grade Academies allows any student needing to retake the test the opportunity to attend English and Math Academy.

SPECIAL ACADEMIC PROGRAMS

College preparatory courses are available in all core subjects

Foreign language is offered all four years for interested students.

Juniors who are eligible may elect to enter the Dual Enrollment Program and take their junior and senior year at a community or state college facility in Massachusetts or New Hampshire. Upon completion, they receive their high school diploma from Nashoba and one or two years of credit from the college.

STUDENT ACTIVITIES

Nashoba sponsors an extensive program in intra-scholastic sports including varsity teams in ten sports with equal opportunities for male and female students. Other activities include Student Council, National Honor Society, Yearbook, Students Against Destructive Decisions, Skills USA, Student Leadership, peer mediation, and many special interest clubs. Nashoba sports programs have **no user fees**.

CONTINUING & COMMUNITY EDUCATION

Approximately fifteen hundred adults attend this evening program each school year.

THE KIDS CAREER EXPLORATION PROGRAM

A free program for four afternoons from 3-6 PM offering students in grades five, six, and seven an opportunity to explore career opportunities. Programs are subject to change from year to year.

SUMMER PROGRAMS

Nashoba Valley's Allstars Summer Program is offered to 5th, 6th, and 7th graders in the area. Students enjoy outdoor adventures, sports programs, computer applications & graphics, and academic enrichment.

COMMUNITY SERVICE PROJECTS

Nashoba is unique in its construction programs. Students go out to district towns to work on community service projects. Rather than building one house a year, the students perform needed projects for the district towns. This program educates students in a real world setting and allows the

towns the benefit of viewing Nashoba students as well as having a project completed for the cost of materials.

ADMINISTRATION

Judith L. Klimkiewicz	Superintendent
Victor Kiloski	Assistant Superintendent/Principal
TBD	Director of Pupil Personnel
Carol Hiedenrich	Director of Technology
Charry Burgess	Director of Curriculum
Nicholas DeSimone	Dean of Students
George Kalarites	Facilities Manager

School COMMITTEE

Peter Bagni	Chelmsford	Dolores Guercio	Shirley
Robert Joyce	Chelmsford	Barbara Sherritt	Townsend
Samuel Poulten - Secretary	Chelmsford	Irene Machemer - Chairman	Townsend
Deborah D'Agostino	Groton	Hajo Koester	Westford
Augustine Kish	Littleton	Joan O'Brien - Vice Chairman	Westford
Garry Ricard	Pepperell	Alternates	
Jerrilyn Bozicas	Pepperell	Ralph Hulslander	Chelmsford
Al Buckley	Pepperell	Joy Dalrymple	Pepperell
		William Foster	Littleton
		Diana Greenwood	Westford

** Div VIII Liaison: S. Poulten*

100 Littleton Road, Westford 01886
tel: 978-692-4711 – fax: 978-392-0570

PERMANENT SCHOOL BUILDING COMMITTEE

At the Annual Town Meeting the Permanent School Building Committee requested additional funds to complete the construction of the Crisafulli and Miller elementary schools, due mostly to the very large quantities of underground ledge encountered during construction. The townspeople supported our request and an additional \$1Million was approved to complete these two important projects. The PSBC continues to be deeply appreciative of the support shown by the other town boards and departments, as well as the voters at Town Meeting.

Jenny Golay, our long-time assistant, resigned in June 2002. Her dedication to the job and her knowledge of the myriad job responsibilities will be missed. As her replacement, the committee was glad to welcome back former member Teresa Herrick as Assistant to the Committee. Although, at the end of the year Teresa and her family will be relocating to Michigan. We are pleased to have hired Katherine Thompson to succeed Teresa. We are also pleased to have Patricia Arnold join the committee.

Members of the committee were saddened to learn of the death of Owner's Representative Robert Cicio, on December 19, 2002. Bob's skills and construction knowledge will be greatly missed. John Volkert, the Owner's Representative for the substantially complete Crisafulli School will assume Bob's responsibilities for the Middle School under construction at the Stony Brook site.

Westford Academy

The committee formally returned care, custody and control of Westford Academy to the School Department, signaling the official end to the project. The committee is pleased to report that the project was completed approximately \$200,000 below budget.

John A. Crisafulli School

On August 20, 2002 Substantial Completion of Phase 1 of the Crisafulli School was achieved, allowing for the opening of the classroom and administrative wings and the cafeteria for the 2002-2003 school year on August 27, to 424 third through fifth graders.

Completion of the kitchen, gymnasium and library continued through the fall and these areas were substantially completed on November 20 and are now in full service. Punch list items are nearly completed, with the exception of some painting and HVAC adjustments. Installation of the playground equipment will be completed in the spring, 2003.

Rita Edwards Miller School

At the 2002 Annual Town Meeting, this school, formerly referred to as the Greystone School, was named in honor of Rita Edwards Miller, longtime teacher and administrator in the Westford school system.

At the Miller School, Substantial Completion of Phase 1 was achieved on November 22, allowing teachers and staff to begin moving in to the classroom and administrative areas of the building

Permanent School Building Committee

during the week of Thanksgiving. The first day of classes for 387 kindergarten through second graders was December 2.

Completion of the kitchen, gymnasium, music room and the installation of library furniture have continued. These areas were substantially completed on December 20. Punch list items are nearly completed, with the exception of some painting. Final site work and the installation of playground equipment will be completed in the spring.

Middle School at Stony Brook Center

General contractor bids were opened on December 20, 2001 with Peabody Construction Corporation the low bidder at \$22,411,590, approximately \$700,000 below the PSBC's estimate. The contract was awarded to Peabody in January 2002.

The Contractor began mobilization in January and construction has proceeded extremely well during the year, with the project being approximately 65% complete at the end of 2002. The classroom wing was closed tight to the weather by the end of the year, allowing for interior work to proceed. Exterior masonry work continued on the administration and library areas. Steel has been erected on the gymnasium and auditorium sections. This project, in addition to the 750 pupil school, also includes extensive development of the site for recreation fields. Some of those fields were graded and seeded by year-end; the remainder will be done in spring 2003.

The contract requires completion of the school by June 15, 2003, which should allow for the completion of punch list items and delivery of furniture and equipment prior to the first day of classes for the 2003-2004 school year.

Westford Public Schools reported enrollments give the Building Committee cause for optimism that the Middle School at Stony Brook may be the end of fifteen years of school construction activity, at least for the near-term.

COMMITTEE MEMBERS:

Kenneth Morgan, Chairman
Robert Smith, Vice-chairman
Steven Brierley, Secretary/Treasurer
Patricia Arnold
Karen Cavanagh
Thomas Ellis
Steve Goodwin
Angela Harkness
Robert Jefferies
Mike Mulligan
George Murray
Kirk Ware
Victor Weisenbloom

CLERKS OF THE WORKS:

Robert Cicio, Middle School at Stony Brook Center
Curtis Lanciani, Rita Edwards Miller School
John Volkert, John A. Crisafulli School

ASSISTANT TO THE COMMITTEE:

Teresa Herrick

WESTFORD PUBLIC SCHOOLS

During the 2001-2002 school year, the Westford Public School system continued to experience the rapid growth in student population that has characterized the town over the past several years. The October 1, 2002 student enrollment totaled 4935 students with 1264 in the primary grades K-2, 1221 in the elementary grades 3-5, 1137 in the middle school grades 6-8 and 1313 in the high school grades 9-12. The enrollment data shows an increase of 811 students over the last four years with a corresponding increase in faculty and staff. The school system continues to appreciate the contribution of the Permanent School Building Committee in guiding the completion of the Crisafulli Elementary School that opened in September 2002 and the Miller Elementary School, which opened in December 2002. The rapid growth in student enrollment at the middle school level will be alleviated with completion of a second middle school at the Stony Brook site in the spring of 2003.

High student achievement must be the primary purpose of school districts and I am pleased to include in this Annual Report, evidence of continued strong achievement by Westford students. SAT1: Reasoning results show that Westford students scored an average of 565 in mathematics and 556 in verbal. Both scores reflect a continual increase in student performance over the last five years. A large percent of our students continue to participate in this assessment program. Strong participation and scores on the SAT2: Subject Tests were found in English Writing (616), Math Level 1 (614) and Math Level 2 (656); all with average scores above 600. Strong performances were also reported in English Literature (604) and Physics (640). Ninety-four (94) students took one hundred and fifty-seven (157) advanced placement exams and 91% of the scores qualified for college credit. The strongest performances were recorded in advanced placement English Literature Comprehension, US History, Calculus AB, Psychology, and French. Over ninety-four percent (94%) of Westford students in the class of 2002, planned to continue their education at either a two or four-year college. The Boston Globe ranked MCAS performance of school districts based on combined scaled scores in English, mathematics and science for grades 4, 8, and 10, as well as 8th grade history. This past year, Westford ranked eleventh out of approximately 350 school districts. Particularly strong student achievement was exhibited in tenth grade mathematics (94.8%), tenth grade English (89.6%), eighth grade mathematics (95.3%), and eighth grade history (94.5%) as measured by school percentile.

The school district will continue to strengthen the academic program and facilitate high student achievement through the spring 2003 completion of a Westford Public School curriculum that extends state expectations and requirements. Final development of this document will insure an internal and external alignment of student learning outcomes in all core curriculum areas K-12. Experienced teachers continue to participate in professional development designed to guide and support the successful implementation of new or extended programs. Over sixty-five (65) new teachers were hired for the 2002-03 school year. These teachers are not only supported through professional development opportunities but also through a three-day teacher orientation program, a mentor program, curriculum coordinator support and formal and informal school administration support and supervision.

School system progress toward excellence continues to be guided by the Westford Blueprint, updated in the spring of 2002. The mission for the Westford Public Schools, as defined in the Blueprint, is to engage students in a challenging learning environment to prepare them for the

political, economic, social, and technological challenges of a rapidly changing world. Furthermore, the school system will develop in its students the skills and attitudes that will enable them to be lifelong learners, to exercise sound judgment and to become responsible, contributing members of society. The Westford Public Schools will endeavor to create an environment of mutual respect, courtesy and responsible behavior.

To accomplish this mission, the Westford Public Schools will:

- provide a curriculum designed to educate the whole child while recognizing that each child is a unique and individual learner.
- engage staff and administration in on-going professional development.
- provide support services that meet the needs of each individual student.
- encourage the collaboration of parents, residents, and the greater Westford community.
- practice responsible and efficient fiscal planning and management.

CURRICULUM AND INSTRUCTION: MISSION

The Westford Public Schools will design and implement curricula and programs to educate the whole child. The school system will teach students content knowledge and interdisciplinary connections, information and communications skills, mathematical reasoning and the use of scientific methods, appreciation and understanding of cultural differences, appreciation of the arts and humanities, and awareness of their physical and emotional health. Students will be encouraged to ask incisive questions, to analyze their own and other's assumptions, and to arrive at logical conclusions.

The Westford Public Schools will operate under the belief that effective learning requires the collaboration and commitment of our schools, homes and the community at large. The school system will work to create schools that challenge and nurture all students. Instructional programs will not only accommodate the strengths and needs of individual students but also recognize their varying rates of intellectual, emotional, and social growth. Instruction will be flexible and appropriate to both the instructional program and individual learning styles.

The Westford Public Schools will provide a challenging and engaging curriculum, as outlined in the state mandated Massachusetts Curriculum Frameworks, that raises the achievement levels of all students and enables them to meet or exceed the Massachusetts statewide learning standards.

Objective 1: Embed the Massachusetts Curriculum Frameworks within a challenging, comprehensive, and engaging Westford curriculum focused on student achievement.

Objective 2: Effectively deliver instruction that ensures a thorough understanding of curriculum, engages students in the learning process and creates a lifelong love of learning.

PROFESSIONAL DEVELOPMENT: MISSION

Professional staff development will be research based and will provide varied experiences for staff to enhance current skills and learn new skills. Staff growth opportunities will be focused on both system and individual needs and will be coordinated within and between schools. Teachers will be responsible for strengthening their effectiveness by not only actively participating in professional development programs but also serving as a catalyst in identifying professional development opportunities.

Objective 1: Provide professional development opportunities in curriculum content, instructional strategies and assessment techniques, in a manner that empowers teachers with the tools necessary to ensure each student reaches their highest level of achievement.

Objective 2: Foster a comprehensive Westford Public Schools support structure for teachers and administrators consisting of professional expertise, a supportive culture, a cadre of enablers and essential equipment and materials to ensure that teachers realize maximum benefit from professional development opportunities in order to achieve their highest level of effectiveness.

STUDENT SERVICES: MISSION

Student services support the needs of the whole child and help strengthen the development of each child as a unique individual. These services supplement, not supplant, the primary role of parents and the community in helping each child become a contributing member of society.

Objective 1: Health and Safety: Promote integrated health, wellness and safety for all students and staff.

Objective 2: Guidance: Continue to expand guidance services to more fully meet individual student needs.

Objective 3: Special Education and 504 Plans: Provide services to meet growing student population with a complexity of needs, while meeting all regulatory requirements. Provide Special Education transportation to students whose Individual Education plan (IEP's) or Federal Law Section 504 accommodation plans require alternative transportation.

Objective 4: Student Activities: Involve more students in after school activities at no charge to the individual.

Objective 5: Academic Support: Provide a variety of support services to meet the diverse needs of students within the classroom.

COMMUNITY INVOLVEMENT: MISSION

The Westford Public Schools support and encourage community involvement of residents, community organizations and businesses toward the promotion of learning as a lifelong activity.

Objective 1: Foster community and business involvement to enhance curriculum and broaden student-learning experiences.

Objective 2: Expand current strategies for providing the community with factual information as to the system's current status, needs and goals.

Objective 3: Improve the students' and the community's access to learning and enrichment opportunities and increase the use of facilities by students, citizens and businesses.

FINANCE AND OPERATIONS: MISSION

The Westford Public Schools will seek to employ sound financial management in order to provide appropriate funding to maintain quality educational services and facilities to support excellence in education for the students and community.

Objective 1: Provide and maintain facilities to:

- provide full handicap accessibility to all students, staff and community members.
- provide facilities for a variety of student and community sponsored activities.
- maintain a sufficient number of instructionally appropriate classrooms to meet the continuing growth in enrollment.

Objective 2: Assist in the development of a Town-wide Capital Plan by reviewing and evaluating the school system's instructional and administrative facilities and making recommendations for maintenance, capital improvements and construction of facilities.

Objective 3: Create a financial management structure that maximizes student learning, continues to pursue cost reducing measures in overall school operations and provides the public with valid, reliable metrics regarding school operational costs while also planning for capital acquisition and maintenance.

Please recall that last year information on the status of the Westford School System was collected through the completion of the Superintendent's Entry Plan, currently available for viewing on the school web site. Results of interviews with community constituents and a town survey were used to develop specific recommendations currently embedded within the revised Westford Blueprint.

National and state financial constraints, enrollment increases with associated increases in staff, and the openings of new and wonderful schools have placed unprecedented financial pressures on school systems and towns. During these trying times, the school administration wishes to thank the joint efforts of the Westford community, the School Committee, the Board of Selectmen and the Finance Committee for their continued commitment to the children of Westford. This support is absolutely essential to enabling us to effectively educate the next generation of Westford citizens. Thank you!

Respectfully submitted,

Stephen C. Foster
Superintendent of Schools

OFFICE OF CURRICULUM AND INSTRUCTION

The Office of Curriculum and Instruction supervises a coordinated approach to curriculum and instruction to all students in the Westford Public Schools. The district's curriculum, aligned with the Massachusetts Curriculum Frameworks' is continually examined to ensure a solid basis for student learning. The frameworks are used as a foundation to build a rich and challenging program for all Westford students that extends beyond the state's mandates. Newly designed curriculum, based on best practices and current research, professional development for all staff, and identification of alternate funding sources focus our attention.

In an effort to communicate with parents and the community at large, a Curriculum Handbook K-12 is available in hard copy in all of the schools, at the public library and on the school's website. The curriculum task committees spend time each year reviewing this document for currency and revision. Groups of educators continued to study curricular implications in The Arts, English/Language Arts, Foreign Language, Health and Wellness, History and Social Science, Mathematics, and Science and Technology. Initiatives such as district-wide curriculum mapping supplement this planning effort.

The English/Language Arts curriculum includes a variety of reading and writing experiences that provide students with the tools they need to be effective communicators. At the primary level, a guided reading program with small, flexible groupings utilizes leveled texts to differentiate instruction. We are currently piloting materials to bring the guided reading approach to the upper elementary grades. Furthermore, writing is taught across the curriculum using a process approach, encouraging pre-writing, drafting, revising, editing, and publishing. Through the use of writing prompts appropriate for each content area, students experience writing in a variety of styles. A new anthology was adopted in the 9th and 10th grade classes and a companion text is being piloted at grade 11.

At the K-8 level, we have adopted the standards-based mathematics curricula, Investigations in Number, Data and Space and Connected Math Project. To compliment this program, our mathematics coordinators and teachers have compiled handbooks that delineate essential vocabulary, assessment strategies, suggestions for differentiation, utilization of supplementary materials and a pacing guide. The secondary schools continue to use assessment data to refine and revise mathematics content as necessary.

Science teachers teach a standards-based, inquiry model of science instruction. The use of science and technology kits at the K-8 level ensures that the instruction actively engages students. Teachers, working with the coordinator, have created a guidebook that delineates curriculum and integrates the use of technology into the instructional practices. This living document provides a consistent curriculum for all students across the district. Additionally, all schools obtained a site license for the Weather Net Classroom and receive information from the instruments mounted at Westford Academy.

At the conclusion of the 2001-2002 school year, all school districts across the Commonwealth were awaiting the approval of a new history/social science framework document. When the document is adopted, we will begin to examine our current program offerings to assure alignment to the state's expectations.

The importance of the integrated arts curriculum continues to be addressed in art, music, and health/wellness. Each area is in the process of reviewing curriculum maps, creating grade level benchmarks, and developing a consistent curriculum across the district.

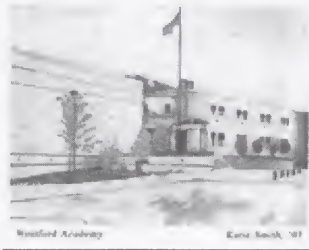
At all grade levels, technology is used to support the students in attaining the objectives of the Westford curriculum. The range of technology skills that students acquire at various grade levels—from basic word processing and creating simple presentations in grade one to sophisticated media creation and mathematical analysis at Westford Academy—are applied to subject matter learning within a meaningful curriculum context. Beyond hardware and digital content, the true integration of technology skills into the curriculum requires just-in-time professional development for educators as well as ongoing technical and integration support. Professional development and support is provided by each school's instructional technology specialist who works through the consultative model of co-planning, co-teaching, and co-assessing technology infused activities with classroom teachers. Technical support by the school system's network manager, technicians, and first responders is coordinated through the Town-School Help Desk. Maintaining access to and effective use of these vital learning tools in the face of expanding enrollment requires a continued investment in both technological and human resources.

The goal of all of these initiatives is to continually improve student achievement. We continue to appreciate the level of support we have received from the townspeople that enables us to provide a curriculum that embraces high expectations for every student in the Westford Public Schools.

Respectfully submitted,

Lorraine Tacconi-Moore
Director of Curriculum and Instruction

WESTFORD ACADEMY



For Westford Academy staff and students, 2001-2002 followed a “best of times, worst of times” script. Once gain, the entire Westford Academy family drew upon the collective faith and determination of its membership in coping with tragedies of both national and local significance.

The terrorist activities on September 11th and the tragic death of a member of the Class of 2002 brought the school community together in a unified caring and determined response.

The “best of times” manifested itself in by an unparalleled levels of student academic and extra-curricular successes. District-wide results in the Massachusetts Comprehensive Assessment System testing (MCAS) placed Westford in an elite “top-ten” status. Westford Academy realized a 16% increase in the number of students scoring in the Advanced and Proficient levels in Mathematics and a 17% increase in the number of students scoring in the Advanced category alone in English Language Arts.

Also, the number of Westford Academy students recognized by the National Merit Scholarship Program was extremely high. From that large group (see list below), two students, Andrea Bradford and Victor Zhou received Merit Scholarships. Our School-to-Career program also was also recognized at the state level as being Massachusetts’ best high school program. Members of the Westford Academy track relay teams earned top honors at the state and New England regional level and then finished among the top relay teams in a national meet. Dr. Joseph Spadano, a mathematics teacher was a recipient of the Presidential Award for Excellence in Science and Mathematics Teaching and was honored in a reception in Washington, D.C..

These represent but a few of the many individual and collective achievements of our students and staff during 2001-2002, which could not have happened without the support of the entire community of Westford.

NATIONAL MERIT SCHOLARSHIP PROGRAM

Commended Students in the 2002 Merit Program

Sarah Andresen, Joanna Bayer, Craig Boutin, Diana Bradford, Andrew Bye, Ryan Dalley, Jacob Eichten, Gabrielle Haber, Laura Malone, Thomas Severo, Alexandra Struzik, Daniel Sweetser, Jesse Wellman and Christine Yip.

Semi-Finalists and Finalists in the 2002 Competition

Andrea Bradford, Matt Harmon, Travis Smith and Victor Zhou.

Andrea Bradford was offered the Tufts University Merit Scholarship and Victor Zhou was offered the Rohm and Haas Company Merit Scholarship.

COMMUNITY SERVICE

Our students continue to recognize their obligation to give back to the community. This past year our Community Service team utilized the talent, energy and enthusiasm of about 80 students and adult volunteers to complete their Seventh Annual Spring Project, building a drought-resistant garden at the Water Department. The numerous physical improvements to the site included: installing a dry riverbed and footbridge, 140 drought-resistant plants, an arbor and raised vegetable gardens. Westford Academy appreciates the continued support of the entire community of Westford in providing quality educational experiences for the children of Westford.

MEMBERS OF THE SCHOOL COUNCIL:

William E. McGuirk, Principal

Teachers

Blair Bettencourt

Sharon Hellstedt

Edward Scollan

Parents

Lauri Carrick

Susan Harrington

Lynn Cohen

Elizabeth Martin

Students

Ryan DeLone

Susan Karpinsky

Community Members

Jack Burnham

Patti Mason

Robert Shaw

School Committee Liaison

Sharon Boonstra

25 YEARS OF SERVICE

At the annual school staff recognition assembly on June 10th, Social Studies teacher Sandra Whittemore was recognized for 25 years of service. Mrs. Whittemore received a traditional Westford Academy Captain's chair for her years of dedicated service.

NATIONAL HONOR SOCIETY

The annual Banquet and Induction Ceremony for the Tadmuck Chapter of the National Honor Society at Westford Academy was held recently at the Westford Regency. 37 new members were inducted into the Society by the advisor, Janet Bryant, and the outgoing officer, John Hayden (President), Jenna Perreault (Vice President), Aimee DeGiovanni (Treasurer), and Ayla Withee (Secretary). The new members form the Class of 2003 are: Thomas Damiani, Kristin LaRoche, Mark Latronico, Kara Noran, Lauren Parks, Akinyi Ragwar, Caren Shobe, Ryan Wood, and Ashley Young. From the Class of 2004, the new members are: Amy Boucher, Greg Burke, Jessica Carroll, Jessica Chao, Katie Cope, Anthony DeGennaro, Stacey Droms, Matt Eaton, Sean Foley, Elisa

Heaton, Ivan Hu, Lisa McHenry, Victoria McKenna, Sean Meredith, Mia Morgenstern, Jaclyn Nestor, Cathy Parker, Phillip Polmonari, Amy Royal, Linday Serpe, Colleen smith, Jeffrey Smith, Matthew Stone, Ravi Vasudevan, Catherine Vincent, Timothy Welch, Hilary Wolfendale, and Andrew Zappala.

Junior Awards were presented to the four Junior members who best demonstrate the four qualities required for membership in NHS: Sarah Martin (Scholarship), Nomeda Girnius (Service), Matthew Korobkin (Leadership), and Erin O'Leary (Character).

The officers for the 2002-2003 school year were introduced. Eileen Morrison will serve as President, Esther Gomez as Vice President, Sarah Desilets as Treasurer, and Erica Hamalainen as Secretary.

The evening concluded with the presentation of the Senior Books, given to the Senior members by the Trustees of Westford Academy. Mrs. Helena Crocker and Mrs. Bette Hook, representing the Trustees, presented the books to the following Seniors: Sarah Andresen, Kama Arseneaux, Jennifer Austin, Joanna Bayer, Anne Beaver, Craig Boutin, Andrea Bradford, Diana Bradford, Kristen Browne, Andrew Bye, Fred Caloggero, Kathryn Carpenter, Courtney Catalano, Kathleen Celi, Jillian Connell, Meghan Cool, Angela Coppola, Alaina Cox, Aimee DeGiovanni, Ryan deLone, Priyanka Deshpande, Carissa DiCenzo, Nathan Ellis, Jeff Faria, Chad Foster, Jeremy Franklin, Colleen Ganley, Lee Goodrich, Sarah Goodrich, Mark Gustin, Shawn Hansberry, Matt Harmon, John Hayden, Nicole Hill, Susan Karpinsky, Grant Landry, Jennifer Laurello, Lauren Lawlor, Kerri Lindstrom, Kristen Luttati, Meg Macumber, Thomas Macdonald, Laura Malone, Diane Marinilli, Steve McCann, Ryan McCarthy, Richard Melino, Jenny Minott, Stefanie Niedzwiecki, Meghan Pearson, Jenna Perreault, David Porter, David price, Elizabeth Ricardelli, Erin Rice, Kimberly Rice, Michael Roberts, Shauna Rogers, Daniel Rubin, Charles Schoch, Sarah Serbun, Thomas Severo, Steve Sheridan, Travis Smith, Mary Kate Sparks, Alexandra Struzik, Courtney Sudak, Jessica Teal, Carolyn Vik, Nathan Wallace, Chatura Weliwitigoda, Jesse Wellman, Ayla Withee, Christine Yip, and Angela Young.

WESTFORD ACADEMY STAFF APPRECIATION WEEK: March 18 - 22, 2002

On March 18th, staff members were greeted with a continental breakfast as a kick-off to Staff Appreciation Week sponsored by Westford Academy's Student Council. The Westford Academy School Store and parents provided desserts for the staff on Wednesday, March 20th. Week long activities included: drawings for gifts donated by local organizations and businesses, and a catered luncheon on Friday, March 22th, served by parents.

Coordinators for the activities:

Student Council:	Breakfast - Monday, Tuesday, Thursday
Parents &	Desserts on Wednesday
WA School Store:	
Parents:	Friday / Staff Luncheon (Catered by Westford Academy's Nutrition Distribution Engineers)

The following parents contributed time, desserts, or served at the luncheon: Linda Avery, Carol Morgan, Judy Zappala, Marie Greene, Karen Abbey, and Kate Goodrich.

Businesses that Donated Gifts: Applebee's, Agresti's, Boston Market, Old Westford Candy Shop, Floral Arts of Westford, Drew Garden, Card \$mart, Outlook at Nashoba Valley, American Video, Photo Finish, Kimball Farm Driving Range, Holly Hill Framing, Nashoba Pizza, Brookside Studios, Westford House of Pizza, The Westford Regency, Domino's Pizza, Silhouette Hair Design, Sylvan Learning Center, Chili's, Papa Gino's, and Mario's Restaurant.

WESTFORD ACADEMY TRUSTEES

The Westford Academy Trustees continue to support scholarships and programming with their annual financial award of approximately eighty-five thousand dollars. This generous grant is distributed through scholarships to graduating seniors amounting to approximately \$75,000 and a gift to the school of \$10,000 for book awards to graduating National Honor Society seniors, for support of the School-to-Career program, and for the purchase of TI-89 graphic calculators for students enrolled in our Calculus program.

Officers of the Board of Trustees

Rep. Geoff Hall, President
Bette Ross Hook, Vice-President
William J. Kavanagh, Treasurer
H. James Kazeniac, Secretary
H. Arnold Wilder, Auditor

Respectfully submitted,

Principal: William McGuirk

WESTFORD ACADEMY GRADUATION
THE CEREMONY

PROCESSIONAL: *Pomp and Circumstance* Elgar
CLASS MARSHALS Joy Lee and Jennifer Mathews
NATIONAL ANTHEM Played by Westford Academy Band and Alumni
Blair Bettencourt, Director
WELCOME Graham Jorge, President
PRINCIPAL'S REMARKS William McGuirk
CO-SALUTATORIAN ADDRESS Andrea Bradford
SPECIAL PRESENTATIONS Class Officers
Graham Jorge, President Jillian Connell, Vice President
Meghan Cool, Secretary Jennifer Laurello, Treasurer

CLASS SONG "Here I Go Again" by White Snake
Performed by: Ryan Dalley, Matthew Harmon, Mark Lambert, Kelley Lynch, Reid Mangan, Nathan Penn, Jesse Wellman

"PEACEFUL MOMENT" - TRIBUTE TO SCOTT FABRIZIO
Performed by: Justin Colangelo, Jeffrey Dundas, Daniel Rubin, Christopher Svenson

CO-SALUTATORIAN ADDRESS Andrew Bye

VALEDICTORIAN ADDRESS Diana Bradford

THE MOST WORTHY REPRESENTATIVES OF WESTFORD ACADEMY
AND ACADEMIC EXCELLENCE AWARDS

Westford Board of Trustees - Geoffrey D. Hall, Presenter

CONGRATULATORY REMARKS Dr. Stephen Foster
ALMA MATER Sung by: Christina Griegel

PRESENTATION OF DIPLOMAS BY

Westford School Committee

Mrs. Sharon Boonstra	Mr. Donald Siriani
Mr. Timothy Martin	Mrs. Janet Tortora
Ms. Margaret Murray	Mrs. Karen Mario-Young
Mr. Michael Mulligan	

RECESSIONAL Wagner

RECEPTION FOR GRADUATES
Hosted by Class of 2004

2002 GRADUATES

Class Advisors:

Mr. Brush, Mr. McHugh
 t Trustee Awards * National Honor Society
 Victoria Leigh Abbey
 t Cara Anne Ammendolia
 t* Sarah Joyce Andresen
 t Michael Stephen Arena
 t* Kanna Christine Arseneaux
 t* Jennifer Lynn Austin
 Timothy James Avery
 Christopher David Badessa
 t Nicholas Oakley Barnes
 t* Joanna Lynn Bayer
 t* Anne Dorothy Beaver
 ** Kathelijne M.L.S.F. Beckers
 t Nicole Marie Beebe
 Elisa Emily Berry
 t Carlton David Bonney
 t* Craig Michael Boutin
 t Andrea Lynn Bradford
 t* Diana Louise Bradford
 Lauren Ann Braulit
 Mark Timothy Breen
 t* Kristen Ann Browne
 t Carolyn Ann Buraick
 t Brian Douglas Burke
 Richard Burton
 Michael Steven Butler
 t* Andrew Canning Bye
 Mary Elizabeth Cabill
 Julie M. Callahan
 t* Frederic A. Caloggero Jr.
 Brendan Michael Cauty
 t Michael Anthony Capece
 t* Kathryn Rose Carpenter
 t* Courtney Elizabeth Catalano
 Daniel Cecere
 t* Kathleen Diane Celi
 t Christopher Matthew Chambers
 t Saleha Zaffir Chaudhry
 t David Patrick Clark
 t Crystal Maxima Clermont
 Justin Ryan Colangelo
 Kristin Jean Coleman
 t* Jillian Cavanaugh Connell
 t* Meghan Elizabeth Cool
 * Angela M. Coppola
 Erin Ripari Costigan
 t Jaclyn Ann Coulombe
 Clifford Joseph Cougill
 t* Alaina Shea Cox
 Kyla Gray Creveling
 t Thomas John Crocker
 t Genevieve Krystle Cullen
 Margaret Amelia Curtis
 t Ryan Cullen Dalley
 t Marcie Christian Day
 t* Aimee Luigina DeGiovanni
 t Ryan Louis DeLone
 t* Bryanja K. Deshpande
 t* Carissa Jane DiCenzo
 t Yohanna Sonya Dion
 t Paul Joseph Dionne
 Joshua Whitfield Doolittle

t Natalie Bodin Doran
 t Ashley Tyler Doucette
 Jonathan Patrick Downey
 t Adam James Doyle
 Alexander Michael Dulavitz
 Jeffrey Paul Dundas
 Charles James Dymont III
 James Arthur Eastburn
 t Jacob Lawrence Eichlen
 * Nathan Scott Ellis
 t Zachary John Ellis
 t Kathryn Wood Emery
 Stephen Daniel Emery
 t Katelynn Farrell Enis
 t Stephen James Ennis
 Melissa Anne Esposito
 t Cristina Julia Faria
 * Jeffrey Penny Faria
 t Nicole Kathryn Felini
 Robert William Finethy III
 t Zachary Paul Fleckner
 t Brandon Francis Fletcher
 t* Chad Evans Foster
 t Jonathan Barry Francis
 t* Jeremy Jacob Franklin
 Marc Andrew Frechette
 Timothy William Galvin
 t* Colleen Marie Ganley
 t Lindsay Bass Garizon
 t Heidi Konstantin Gerostergios
 Stacy Lynae Gilbert
 Jillian Mary Giordano
 Katrina Lynn Gleich
 * Lee Douglas Goodrich
 * Sarah Beth Goodrich
 Jonathan Francis Gower
 Amy Elizabeth Green
 Katherine Marie Greene
 t Christina Yvonne Griegel
 Laura Ann Guillemette
 t* Mark Peter Gustin
 Gabrielle Rose Haber
 t Meghan Rose Hanlon
 Megan Anne Hannon
 t* Shawn Robert Hansberry
 t Kaitlin Ann Hansberry
 t* Matthew Jonathan Harmon
 Michelle Elizabeth Haven
 t* John Alexander Hayden
 t* Nicole Delpapa Hill
 Jeffrey Wayne Hillman
 Jeffrey Wayne Ingalls
 t Mary Elizabeth Ingram
 Alyssa Ardyt Janoch
 t Graham Michael Jorge
 Catherine Anne Kadaras
 t Dennis Patrick Kane
 t* Susan Elizabeth Karpinsky
 Rachel Frances Kelly
 Sara Lynn Kimber
 John Francis Kneeland
 Michael Christopher LaChance
 t Gregory Robert Labue
 t Mark David Lambert
 t* Grant Ryan Landry

Henry Austin Latour
 * Jennifer Marie Laurello
 Emile Laurila
 t* Lauren Gertrude Lawlor
 t* Kerri Marie Lindstrom
 Matthew Paul Lopes
 t Leanne Marie Loth
 t* Kristen Renee Luttati
 Denise Christine Lynch
 t Kelley Jeannine Lynch
 t* Thomas Keith MacDonald
 * Margaret Elizabeth Macumber
 t* Laura Anne Malone
 Alexander John Mancuso
 t Reid Patrick Mangan
 Liza Marie Mannarino
 Natalie Ann Marchocki
 t* Diane Elizabeth Marinilli
 t Kimberly Jean Mates
 Jennifer Lynn Mazzeo
 Alicia Marie McAlister
 * Steven McCann
 * Ryan Daniel McCarthy
 James Brendan McKenna
 t David Jason McMahon
 t* Richard Andrew Melino
 Christopher Caldwell Miller
 t* Jenny Lynn Minott
 Jeffrey Robert Morey Jr.
 t Caitlin Nicole Morin
 t Savorinthea Moul
 t Meghan Ann Mussaw
 Peter Chibi Nahas
 Adam Jacob Narniman
 Kristie Ruth Nash
 Christopher Richard Nichols
 t Julie Ann Nicolosi
 t* Stefanie Danielle Niedzwiecki
 Nicholas Kyle Nunnis
 t Beth Beatrice Palmer
 Jessica Ann Palmer
 t* Meghan Emily Pearson
 t Nathan VanEpern Penn
 Paul Andrew Pennella
 t* Jenna Marie Perreault
 Jamie Lee Phipps
 ** René Michael Pickhardt
 t* David Harrison Porter
 Ryan John Powers
 * David Thomas Price
 Lindsey Ann Price
 t James Robert Rautenberg
 t Katherine Ann Reagan
 t Kiara Marie Regan
 * Elizabeth Lanora Ricardelli
 t* Erin Michelle Rice
 t* Kimberly Megan Rice
 t* Amanda Stewart Roberts
 t Amanda Jean Roche
 t Diane Michelle Roege
 * Shauna Christine Rogers
 t Kristina Karoline Royer
 t* Daniel Charles Rubin
 t Mary Nicole Ruggiero
 Sarah S. Russell

t Dayna C. Sateriale
 t Stephen C. Sawyer
 t Simpson Say
 * Charles Bradford Schoch
 t Loriann Lynn Schonauer
 Alison Melissa Sellers
 * Sarah Jane Serburn
 t* Thomas Jared Severo
 t Jessica E. Shaw
 t* Steven C. Sheridan
 t Jamie Lars Silva
 t Michael Duncan Smith
 Michael Kevin Smith
 t* Travis William Smith
 t Alpar Solyom
 t Amanda Lynn Sousa
 t* Mary Katherine Sparks
 t Robin Besse Spector
 t Sara Anne St. Hilaire
 Ryan Thomas Steele
 t Patricia Rose Stevens
 t Megan Elizabeth Stobie
 t* Alexandra Strazek
 t Jennifer Lindsay Studer
 t* Courtney Elizabeth Sudak
 t* Cara Marie Sullivan
 t Christopher James Svenson
 t Darren Victor Swanson
 Daniel Patrick Sweeney
 t Daniel Delmar Sweetser
 t Maria Edel Talaid
 Stacy Lyn Tardiff
 t James D. Taverna
 t* Jessica McKenzie Teal
 t Casey C. Teller
 Kimberly Ann Thomasch
 Iris Nicole Tibbitts
 Jennifer Anne Timbrell
 Brian Francis Tucci
 t Michael Adam Tucci
 ** Celeste Travato
 Justin Vanderbie
 t Philip C. VanVoorhies
 t Amanda Kathleen Vennard
 t* Carolyn M. Vike
 t Sebastian Andrew Walker
 t* Nathan Edward Wallace
 Rachel Leigh Weldon
 * Chatura Tilanka Weluwigoda
 t Jesse Richard Wellman
 t Meredith Grace Westberg
 t Michael Bryant Whalen
 John David Wilder
 t* Ayla Mariel Withee
 t* Christine Rachel Yip
 t* Angela Caryn Young
 Victor Zhou

Class Advisors:
 Mr. Brush, Mr. McHugh

t Trustee Awards

*National Honor Society

**Honorary Diplomats

ALMA MATER

To thee, our Alma Mater dear,
We raise our voices high in cheer,
Our gratitude we would express
And pledge to thee our faithfulness,

Built high on Tadmuck Hill so fair,
By those whose mem'ry we revere,
She stands a beacon light for youth
To guide them in the way of truth,
On field of battle and in peace,
We strive thy glory to increase,
That ever shall dear Westford be
An emblem of fraternity.

Written by Pauline Ferguson Cartford '45

Music by J. Baptiste Calkin

WESTFORD ACADEMY ADMINISTRATION

Mr. William E. McGuirk, Principal
Mr. James P. Antonelli, Dean
Mr. Michael Parent, Dean
Mr. Mark Lucey, Guidance Coordinator

WESTFORD PUBLIC SCHOOLS ADMINISTRATION

Dr. Stephen Foster, Superintendent
Mr. Everett Olsen, Assistant Superintendent
Dr. Kevin Dwyer, Director of Special Education
Mrs. Lorraine Tocconi-Moore, Director of Curriculum

WESTFORD ACADEMY TRUSTEES

Mr. H. James Kazeniac
Mr. H. Arnold Wilder
Dr. Maurice Huckins, Jr.
Mr. A. Dana Fletcher
Mr. John E. Leggat, Esq.
Mr. E. Kennard Fletcher*
Mrs. Bette Ross Hook
Mr. Geoff Hall
Mr. Joseph F. Lisi, Ed.D.

Mrs. Eileen O. Anderson*
Mrs. Barbara H. Parkhurst*
Mr. Lloyd Blanchard
Mr. William J. Kavanagh
Mr. Alfred C. Wyman
Mrs. Helena A. Crocker
Mrs. Eva Brown
Mr. Robert Herrmann
Mr. Ryan Dunn

Honorary Member: Ms. Patricia Bradley

*Emeritus Member

BLANCHARD MIDDLE SCHOOL



The 2001-2002 school year opened with the devastating attack on the World Trade Center Towers and the Pentagon. This tragedy, which affected both our nation and in a personal way our school, required the Blanchard community to pull together for mutual support and direction. Students organized school wide and individual fund raising efforts to benefit the families directly impacted by the attack. As a school, every student and adult in the building created a red white and blue banner describing his/her hopes and wishes for the community, the country, and our world. These banners (over 900) hung in the hallways as a constant reminder of what had taken place and as an outward sign of our school's solidarity, and our positive dreams for the future. As a school, we feel confident that we did everything humanly possible to provide our students with the needed counseling and assurances that they would be safe and protected.

This year we piloted an orientation/transition program on the first day for our 7th grade students. Because these students were coming from three different sites, we recognized a need to provide students with a special accelerated adjustment program to ease their transition to middle school. We used "bullying" as our focus for the day, hopefully setting a tone for the next two years at Blanchard. Students attended a play dealing with bullying by a professional theater group, and then participated in small group discussions led by staff members. Also, our new students were introduced to guidance counselors, nurses, secretaries, library/media, technology, cafeteria/personnel and administrators. Schedules were explained, and students had the opportunity to become familiar with the layout of the building. By the end of the day, our new group came together as the Blanchard Class of 2003.

This year Blanchard staff continued to align curriculum and move towards standards base instruction. As a school, we also focused on positive, pro-active communication as two of our early release sessions were spent with Bill Tsimtsos, a communication expert. The new phone system at Blanchard allows parents to leave messages for teachers. Also, our grade level newsletter has met with positive comments from parents.

We extend our thanks to the Blanchard PTO, especially their president, Angela Martinez, for continued support of quality education. The PTO provided numerous enrichment opportunities for the students at Blanchard. They also continued to offer meaningful and appropriate speakers for parents on topics that affect middle school families.

The Blanchard Middle School Advisory Council focused on the following goals for the 2001-2002 school year.

1. Continue to work towards consistency in expectations and assessment across the individual grade levels.

2. Sponsor a plan to evaluate the possibility of implementation of some level of required summer reading at the middle school level.
3. Improve communications with parents.

COUNCIL MEMBERS

Mary Brinkerhoff	Jane Connell	Caroline Fisher	Glen Shenkin
Gerrie Beck	Pat Burnham	Mary Weaver	Margaret Murray

On June 17th, three hundred and fifty eight 8th grade students completed their middle school experience at the Blanchard Middle School. Again, this year we had one cluster of 6th grade students assigned to the Blanchard and a cluster at Abbot and N. E. Day. Next year, all 6th grade students will be assigned to the Millennium. We anticipate the opening of a new middle school in the fall of 2003, at which time we look forward to returning to a 6th, 7th and 8th grade configuration.

On June 14, 2002, the following grade 8 students were recognized for academic excellence.

Language Arts	Paul Morris, Grace Hansen, Lindsay Liu, Emily Gosselin, Sowmya Chary, Max Sherrill
Math -	Sean McCusker, Christopher Steele, Rhiannon Thomas, Danielle Dean, Meghan Burns, Tom Mante
Social Studies	Bridget Scollan, Alison Harrington, Elisabeth Avery, Jaclynne Monoxelos, Brett Sczylvian, Robert DeHate
Science	Lindsey Fink, Christopher Steele, Aislinn Jefferies, Steven Bourdeau, Molly Korobkin, Melissa Clark
	Foreign Language - Kate Jurkiewicz, Alexander Dahl, Kerry Hayes, Kelley Tu, Danielle Dean, Kevin Porter, Clare Wolfendale, Angela Chen
Industrial Technology	Derek Emanouil, Erin Coughlan
Physical Education	Marissa Proudman, Jay Crosby
Chorus	Sara Forsyth, Greg Cattel
Orchestra	Erin Coughlan, Nicholas Serpe
Jazz Band	Bridget Scollan, Seth Taylor
Band	Seth Taylor, Bridget Scollan

Outstanding Academic Achievement in all areas

Emma Morgenstern	Lindsay Turner	Colin Krenitsky
Elizabeth Powell	Melissa Swanepoel	Erin Coughlan
Nicholas Serpe	Anand Varadarajan	Bridget Beckeman
Nicole LeBlanc	Chris Rucinski	Tristan MacDonald

Andrea Norton Award Bridget Scollan , Kyle Slattery

Gary A. Franceschi Memorial Award – Jen Sansone, Brett Peterson

Respectfully submitted,
John D. Doucette, Principal

ABBOT ELEMENTARY SCHOOL



CURRICULUM AND INSTRUCTION

Our Language Arts program provides students with a variety of resources to help them become independent strategic learners. The Silver Burdett/Ginn literature-based program is utilized to teach essential strategies and key skills in reading. Strategies are further reinforced through the study of literature using an assortment of trade books representing many different genres and levels of ability. Students are supported in their reading achievement by Reading Resource Facilitators (RRFs) who are available for individual and small group instruction. The writing program is enhanced by the development of grade level rubrics, which are rating scales that help teachers monitor students' progress in writing.

Our teaching assistants worked with classroom teachers by instructing small groups to reinforce concepts and strategies. Our teaching assistants participated in professional development opportunities including training for *LINKS* and *Junior Great Books*. These assistants also coordinated enrichment activities including storytelling in fourth grade and a quilting activity for the fifth grade Colonial Day program.

In Math, the fifth grade accelerated math classes continue to use the Glencoe math program. Last year, two units of *Connected Math* and one unit of *Investigations* were added to the fifth grade mathematics curriculum. This year, both third and fourth grades worked with *Investigations* as the focus of the grade level standards-based mathematics curriculum. These changes to the standards-based mathematics programs will bring the Abbot School in better alignment with the Massachusetts mathematics curriculum framework. Our math tutors assisted classroom teachers by providing small group and individual instruction for enrichment and remedial support. These tutors also coordinated the Continental Math League for fourth and fifth graders that met on a monthly basis. Students with outstanding performance were recognized at a spirit assembly and presented with certificates and awards.

The social studies curriculum utilizes the Macmillan/McGraw textbook that centers on five themes including responsible citizenship. The fourth grade curriculum was revised to include units on ancient civilizations including Mesopotamia, Egypt, China, Greece, and India. This year students participated in an archeological dig lead by an archeologist and had the opportunity to work in cooperative groups by taking a role as a digger, screener, or a scribe.

The science program at our school is text-based but children also benefit from hands-on science experiences in life, earth and physical sciences by using *Science and Technology for Children* (STC) Science Kits as promoted by the National Science Resource Center. Lastly, over fifty students were selected to display their inventions or research projects at the town-wide Inventors' Fayre at Westford Academy.

In Health, *The Great Body Shop* is used and supplemented by other resources including *Here's Looking at You 2000*, a drug education program. All of our fifth graders successfully completed Project D.A.R.E. under the tutelage of Officers David Welch and Ray Peachey. These fifth grade students were honored at the D.A.R.E. graduation in the spring at the Blanchard Middle School.

In continuing to promote health and wellness, our guidance counselor coordinated the Kindness and Justice Challenge in January, which challenged students to demonstrate four hundred acts of kindness and justice. Our students responded by exceeding that goal and were acknowledged at one of our spirit assemblies. In addition, our fourth grade students continued to participate in the Peer Counseling program coordinated by Westford Academy students. *Second Step*, a violence prevention program, began this year with weekly lessons in third grade taught by the assistant principal and the guidance counselor. Lastly, teachers continue to use the *Responsive Classroom* program, a social curriculum focused on six key components: classroom organization, morning meeting, rules and logical consequences, academic choice, guided discovery, and assessment and reporting.

Our library program facilitates assisting students in accessing information through the use of technology, electronic reference and print material, and reinforces effective study skills, and the integration of research into all areas of the classroom curriculum. Students learn a research method referred to as the "Big Six." Weekly library book exchanges and brief literary encounters are also included in our library program. A part-time library/media specialist, a full-time library assistant, and numerous parent volunteers support our library program.

Teachers work collaboratively with our technology specialist to plan for instruction in the use of a variety of computer programs, to coordinate theme-based Internet searches, and to schedule classes for the preparation of technology-based curriculum presentations. Our technology specialist also provides teachers with professional development in ways to integrate technology into the curriculum and presents classroom lessons for new software. Our technology specialist also assisted the sixth grade student council in the development of a Memory Book and collaborated with physical education teacher in working with the Polar Heart Rate Monitors as a part of a Technology Lighthouse Grant awarded to our school by the Massachusetts Department of Education.

Art, Music, and Physical Education classes are offered to children once a week and teachers in these areas make every attempt to integrate their disciplines across the curriculum areas. These teachers coordinated additional programs including Speed Stacks, field day, basketball shootouts, Jump Rope for Heart challenge, art club, chorus, and other enrichment activities. Finally, our unified arts teachers proudly displayed their curriculum areas during Curriculum Night by arranging student art work and leading student performances throughout the evening.

PROFESSIONAL DEVELOPMENT

Our staff continued to pursue development in the areas of curriculum frameworks and alignment, differentiated teaching methods, and integration of technology into the curriculum. Throughout the year grade level teams met regularly and worked collaboratively to expand their experiential base of knowledge. Grade level teams also participated in curriculum mapping and developed essential questions during professional development days to better align and assess classroom practices with the curriculum frameworks. All teachers received instruction in restraint training from the

Massachusetts Department of Education and several teachers volunteered to complete the advanced sixteen-hour training.

Teachers also participated in training for *Junior Great Books*. This read-aloud program develops children's reading, writing, oral communication, and thinking skills to become better readers and thinkers. *Junior Great Books* is focused around a shared inquiry discussion that allows students to discuss ideas, share questions, and reflect upon what they read. In addition, our fourth grade staff participated in professional development for the implementation of the standards-based mathematics program. Finally, our teachers continued to work with *LINKS*, a series of research-based strategies for writing, reading, and thinking that can be used in all curricular areas as well as *Talents Unlimited*, a program designed to recognize and develop the critical and creative thinking skills of children including productive thinking, decision-making, planning, forecasting, and communication. More teachers have become certified Talents teachers and have begun utilizing these strategies in our classrooms.

School Advisory Council

The School Council continues to be an effective forum for the multiple perspectives of parent, teacher, and community as each exercises its responsibility in delivering an educational program of quality to the children of the Abbot School. The shared mission of the Abbot School, to develop the academic potential, improve the emotional well being and enhance the social development of each child was accomplished through the goals of our school improvement plan, which are published annually in our weekly newsletter.

WESTFORD ELEMENTARY PARENT TEACHER ORGANIZATION

Abbot School families were strongly present again at the school this year. Volunteers participated in many ways to enhance the quality of education of Abbot students. These included the helping in the school libraries, classroom parties, field trip chaperones, school store, phone tree, book fairs, teacher appreciation luncheons, fifth grade friendship ceremony, the Star Reader program, and field day. The enrichment committee, represented locally by Ellen Martins, sponsored many programs for the school such as Rob Davis-Iditarod Musher, Krakerjack Theatre, LuAnn Columbo-Write On Science, StarLab, Techsplorations/Simple Machines, Rob Taylor-Explorer/Mountain Climber, David Coffin-History of Early Woodwind Instruments, Leeny delSeamonds-Storytelling, Brown Bag Opera, Lowell Park Rangers, Hampstead Players, Bay Colony Educators, Exploring the Ocean Floor, as well as in-school field trips from the Acton Science Museum.

This was the second year of the PTO organized in a town-wide system and was successful in coordinating a number of appreciated programs and support to our school. Many thanks to Co-Presidents Julie Bishop and Michelle Gazarik as well as Abbot Coordinators Cynthia Parener and LeAnn Alden for donating many hours to plan, coordinate and support a number of programs throughout the year.

The monies raised throughout the year funded not only enrichment programs, but also equipment, classroom and library resources. The PTO contributed funds in support of American Education Week and Destination Imagination.

COMMUNICATION

The Abbot School continued its commitment to community involvement and effective communication. Steps taken to facilitate open communication between the home and school include a weekly principal to parent newsletter that was available in print and on-line through our school's web page. This newsletter regularly included information about school-wide events, district initiatives, updates and minutes of School Council meetings and school improvement goals, the MCAS testing program and health and safety tips. Classroom teachers communicated regularly with the families of their students through monthly newsletters, invitations to classroom presentations, and through opportunities to volunteer in classrooms.

We also had our Curriculum Night in September where presentations were made on the new standards-based reporting system and the district's writing rubric as well as arranged parent nights for incoming second graders and newly districted students in grades three and four.

STUDENT LEADERSHIP AND RECOGNITION

Promoting students' self-esteem and building school pride were school improvement goals achieved through several means. Every month the entire school came together to celebrate at school spirit assemblies. At these students were recognized for academic achievement, outstanding effort, and exemplary citizenship. Special events and activities in which students participated include: Inventors' Fayre, poster contests, move-up days, AM announcements, flag duty, grade five camp, field trips, D.A.R.E., chorus, band, and strings concerts. Evidence of our students' work is apparent as one enters the school. The hallways and display cases highlight their curricular achievements. Their creative writings are published in the Quest publication, *The Write Stuff*.

Wee Deliver continued another year with students applying for positions as sorter, canceller, facers, carriers, nixie clerk, and postmaster. Students were sworn in by the Westford Postmaster and responsibly carried out their duties. These students also assisted in unveiling the "United We Stand" stamp during an awards ceremony. Deliveries were made monthly to the Abbot and Millennium Schools and employees were honored at the end of the year at a spirit assembly. Finally, Homework Club was available twice a week after school for students to receive the support of student volunteers from Westford Academy in completing their nightly homework.

The Student Council continued for another year, which was organized into three groups: Community Service, School Spirit, and School Issues. Students met monthly with the assistant principal and coordinated a number of successful events. The Community Service Group donated holiday and seasonal decorations to the Westford Housing Authority and Cameron Senior Center, donated blankets and coats for the Pine Street Inn, organized clean up activities for Earth Day, and traveled to the Nabnasset School to give a transition presentation to incoming third graders prior to Move Up Day.

The School Spirit Group designed, planned, announced, and coordinated spirit days. These students designated spirit days to include Hat Day, Pajama Day, Sports Day, Mascot Day, Hat Day, Beach Day, and Student/Teacher Swap Day. They created posters, advertisements, as well as wrote and announced daily reminders to the school.

The School Issues Group assisted the administration and staff in problem solving and designing new procedures for the cafeteria and the playground. They selected, ordered, and monitored the use of new playground equipment. They also created a suggestion box for each classroom and shared these suggestions at their monthly meetings.

Conclusion

We take pride in the accomplishments of our students and staff and convey this message by the ways in which we develop school atmosphere, maintain our school facility, establish high expectations for student achievement, and present learning experiences.

Respectfully submitted,

Rose Vetere, Principal

Garth McKinney, Assistant Principal

COLONEL JOHN ROBINSON ELEMENTARY SCHOOL



The Robinson School welcomed several new staff members during the 2001-2002 school year. New teachers included second grade teacher Keri Sanford, pre-first teacher Mary Keefe, grade 1 teacher Robin Stone, kindergarten teacher Sheila Grimm and .5 art teacher Dorie Zackin.

School enrollment at the end of the year was 593 students. Nineteen first, second and multi-age classes were conducted at the Robinson School site and nine sections of kindergarten were housed at the Westford Academy. The kindergarten program was located at Westford Academy for a second year. Students and teachers continued to benefit from the assistance of high school student volunteers in the classrooms and on the playground.

Great strides were made in improving the Robinson facility this year. The final phase of carpet replacement was completed with new carpeting installed in the library media center, three classrooms and the office area. Tile flooring in the office area was replaced as well. The nurse's office was redesigned with a new sink, locking cabinets and furnishings through a grant process. The back playground area was landscaped with flowering shrubs and perennials through a parent volunteer effort.

PARENT/COMMUNITY INVOLVEMENT

The Robinson School Advisory Council was co-chaired by principal Denise Arvidson and parent Mary Lou Johansen. Parent members were Colleen Anttil, Diane Chrysikos and Nancy Templeton. Staff members were Darlene Faherty, Bonnie Oliphant and Beverly Welsh. Judith Culver served as community member and Janet Tortora was the school committee representative. The council was instrumental as a sounding board this year for many initiatives such as the reinstitution of the pre-first program and planning for the transition to the new Miller School. A major goal of the council was to initiate a playground improvement project. Sub-committee members met to redesign and relocate the playground to the grassy area at the front of the school. The new equipment has been ordered and will be installed with volunteer efforts during the summer.

The Council and Town-Wide Elementary PTO were very supportive of the school's participation in the Apple Blossom Festival Parade. This year's float had a patriotic theme and was winner of the "Coveted Roudenbow!" award for best float. The PTO also supported activities during American Education Week and Teacher Appreciation Week. Classroom teachers received funds for supplementary materials such as listening centers and classroom CD/tape players courtesy of the PTO. The Robinson School also applied to the PTO and received a "Peace Play" grant to train playground aides and purchase non-competitive playground equipment for students.

Parents were given opportunities to participate in training sessions and workshops in the new mathematics program and the Peace-it-Together program. A series of workshops were offered to the kindergarten parents on the topic of fine motor development and acquisition of language skills.

Student Activities

The Robinson School students benefited from many enrichment programs provided by the PTO. First grade students had author Michael Glaser and Wingmasters Owls. Local residents and meteorologists Terry Casey and Gary Gustafson also visited first grade classrooms. Second grade students were intrigued by Rob Aptaker's Native American program and a presentation by the staff of the Paul Revere House. Kindergarten students had a visit from Mother Goose as well as tide pool and bee presentations. All school assemblies included the Krackerjack Theatre, Brown Bag Opera and a Celtic music program.

This year students participated in a series of theme days including Fiesta Day, Pajama Day, Pattern Day and Sports Team Day. The newly designed Robinson Robin Mascot was applied to a T-shirt and made available for students and families to purchase through the PTO.

An important event conducted this year was the dedication of the newly installed Col. John Robinson School sign. Community groups such as the Westford Minutemen, the DAR, and Westford Historical Society collaborated to conduct an educational initiative to acquaint Robinson students with the rich history associated with Col. John Robinson. Presentations, complete with period dress and artifacts, were conducted in each classroom, followed by an all school dedication ceremony attended by local and state dignitaries. Each student was presented with an original booklet about Col. John Robinson and the history of Westford to share with their families.

The Peace-It-Together program continued to be the focus of many school programs and activities. The students participated in several assemblies to become familiar with the "I Care Rules" and common language of the program. All were taught strategies for dealing with conflict through the use of the "Solution Wheel." An integral part of the Peace-It-Together program involved student participation in compassion projects such a food drive for local food pantries. A very successful pet food drive was also conducted. Pet food, as well as blankets, were donated to the Lowell Humane Society. Over 200 hats and mittens and 600 coats were collected as part of the "Warm Hands, Warm Hearts" program and donated to shelters. Students also participated in a "Senior Smiles" program by making gift bags which were donated to the Cameron Senior Center.

Our students recognized local firefighters and police officers in the "Pennies for Heroes" drive. As a result of this drive, substantial donations were made to NYC relief funds to assist the families of those affected by the tragic events of September 11. Our second grade students also enjoyed participating in the Firefighters Appreciation Breakfast held in town last April.

The Robinson School Publishing Center, staffed by parent volunteers, continued to print and bind beautiful cloth covered books of students' original work. The keepsake books were shared with families during "Authors' Tea" sessions at school.

"Peace Pals," a pen pal program, was also conducted across grade levels and served as a link to the kindergarten students at the Academy. Celebrations were held at the end of the year enabling the students and teachers to visit each other's classrooms.

All students K-2 participated in the STAR reader program which encouraged student involvement in reading at home. Student incentives, in the form of paperback books, were awarded monthly during the program.

Musical performances with curriculum related themes were presented for parents at each grade level this year. Kindergarten also held it's annual "Family Festival" at the Westford Academy auditorium.

Read Across America Day was celebrated on March 2 with a Dr. Seuss trivia contest with Seuss books as prizes. A "Drop Everything and Read Seuss" time was held and of course green eggs and ham were on the lunch menu that day.

CURRICULUM AND INSTRUCTION

Many new curriculum initiatives were undertaken this year. Grade two teachers implemented the new Investigations program in mathematics. All teachers participated in training provided by the math teacher leader and new materials were purchased to support the program. A number of teachers also received training on the STC Science kits by the science teacher leader.

All staff continued to participate in the final phase of the curriculum mapping process by delineating content areas, under the guidance of the Curriculum Director. Grade level and cross grade level meetings were held on professional development days to identify resources and assessment tools. The teaching staff also participated in sessions to focus on the development of essential questions and differentiation of instruction.

This was the fourth year of the Reading Recovery program at the Robinson. Forty-three first graders received intensive reading instruction from three teachers in the program. This was the second year a committee was formed to give input into the student selection and service delivery process.

The pre-first program was reinstated at the Robinson School. The program is designed to be a gift of time for children not developmentally ready for the rigors of grade one. Fifteen children participated in the program and are now prepared to meet with success in grade one. The pre-first committee comprised of kindergarten, reading and grade 1 teachers continued to oversee the program and make recommendations.

The M & M Club, comprised of mentors and mentees, continued for a second year at the Robinson. New teachers and their mentors met monthly to discuss important issues and provide each other with support. Discussion topics were in alignment with the district goals as well as individual needs.

Conclusion

In conclusion, the Robinson School community looks forward to the goals and challenges of the new school year as we forge a partnership with our 3-5 sister school, the Crisafulli, and welcome the addition of the Miller School.

The Robinson School bids a fond farewell to three outstanding educators who will be retiring after many years of service: Grade 1 teachers Beverly Cancelli and Carole Shyavitz and Interim Assistant Principal/ grade 2 teacher, Gail Wilson. Their years of dedication and service to the children of Westford are most appreciated by the Robinson community.

Respectfully submitted,

Denise Arvidson, Principal

NORMAN E. DAY ELEMENTARY SCHOOL



The Norman E. Day School completed its tenth year as an elementary school with pupils in grades three through six. The school year began with the second annual Third Grade Orientation program, where third graders were welcomed to our school by eating a picnic lunch outside, and then participated in cooperative games and activities. The school mascot, which is a cobra was named CoCo to stand for our Code of Conduct by the students. Several names were offered, but the student senate selected CoCo. We held a school wide assembly to let everyone know what the name would be, and T-shirts were made with the cobra on them, hopefully the cobra that is on the gym floor will be repainted this summer in order to spruce up our school mascot.

CURRICULUM AND INSTRUCTION

Each grade level was organized this past year into either a cluster system with students seeing a group a different teacher for social studies or science, or students were in a self-contained classroom with one teacher. The sixth grade was arranged in a team of six teachers, who individually taught, social studies, science, math, world language, reading or language arts. The L.E.A.P was implemented for a third year and met twice a week in the morning before school started to aid third grade students who were struggling with reading. We also implemented the M.E.D.A.L. program which supported students in fourth grade who were struggling in mathematics, and they also met twice a week in the morning before school. For the first year the P.R.I.S.M. program was started in order to aid fifth graders with improved skills in math and science, particularly in problem solving and critical thinking. All classes in our school continued to implement the Building Community curriculum, which is a school wide social curriculum. For the eighth consecutive year Westford Community Safety Office Ray Peachey implemented the D.A.R.E (Drug Abuse Resistance Education) Program with all Grade Five students. The S.A.F.E. (Student Awareness of Fire Education) Program was presented by the Westford Fire Department to all students in grades three, four and five focusing on the importance of how to prevent fires at home, and what to do in case of a fire emergency. Students participated in the Inventors Fayre here at the Day School, and many students proceeded to the system-wide Fayre at the Westford Regency. It was a very exciting year for technology usage at the Day School this year. Teachers worked with Technology Specialists Stephanie Gosselin to implement the use of this technology to help students in the writing process. Students in grades 3-6 were assessed through the Massachusetts Comprehensive Assessment Program (MCAS). The MCAS testing was completed in the areas of Math, English/Language Arts, Science/Technology, Reading and History/Social Science. The annual Curriculum Expo was conducted again this year for Westford community members to showcase student learning and accomplishments. During the fall children were administered DRP (Degrees of Reading Power) tests. The results of the reading test were utilized to match student silent reading comprehension to literature books. Extension activities were offered for students including the school newspaper and grade five play, as well as off-site field trips.

P.T.O.

The P.T.O., with representatives from the Day School, Karen Fitzsimmons and Andrea Imbraico, supported all of the many parent-sponsored events at the school. The P.T.O. held many important fund-raisers throughout the school year. Services provided by the P.T.O. included the School Store, Grade Five Signature T-shirt and Book fair. This spring at the last P.T.O meeting elections were held for the School Advisory Council at the Day School. Parents volunteered in the school as teacher helpers, guest speakers, Party Parents, Media Center workers, Field Day volunteers, field trip chaperones, guest readers, and as committee members. The Enrichment Committee provided many meaningful opportunities for children linked to our curriculum, including artists in residence, musical and dance performances. Again this year we would like to thank the P.T.O for their immense support, assistance in so many areas, and dedication.

COMMUNICATION

We continue to distribute the "NED Connection" which is a periodic update from the school administration keeping families informed of special events and activities. Other modes of communication included: the P.T.O. newsletter, Grade five mid-term alerts, parent/teacher conferences, Parent Communication Form, Student Information Form, Teacher Assistance Team meetings, School Visitation Day, visits to music classes during Music in the Schools Month, Open Curriculum Night, American Education Week, incoming Grade 3 Parent Orientation and Grade 6 Parent Orientation. We held a parent information night regarding the MCAS testing schedule.

STUDENT ACTIVITIES

Students at the Day School participated in activities such as: a school wide field day, the student senate, grade five camp, grade five completion ceremony and reception, Memorial Day program, S.T.A.R.S assemblies, D.A.R.E graduation, spaghetti supper; Human- i-tees fundraiser, spirit days, hunger/homeless week food drive, grade level Family Math & Science Nights in grades 3 and 4 and Technology Integration Night in grade five.

RECOGNITION

During the past school year students and staff were recognized for making many contributions to our school. At the annual Awards Day programs students were recognized for excellence in music, art, and physical education, perfect attendance, Students of the Month, Odyssey of the Mind, Tour Guides, participants in the Inventor's Fayre, and S.T.A.R.S. awards winners. At the Grade 5 Completion Ceremony students were recognized for their successful completion of elementary school with a certificate.

Respectfully submitted,

Kevin Regan, Principal

NABNASSET ELEMENTARY SCHOOL



During the 2001-2002 school year, we welcomed many new staff members second grade teachers, Sandy Fee and Tatiana Hippensteele, two first grade teachers, Deb Rosenthal and Kelly Bortlik, a part time kindergarten teacher Lesley Fowler, a special education PDD teacher Jen Burns, and Reading Recovery teacher, Anne Vigne. To support teachers, Nabnasset hired several new teaching assistants, Joanne Hartford, Robin Marston, Trish Sampson, Jill Spinosa and Anne Blakey. During the year, Nabnasset also said goodbye to some special people. During October, we wished principal Diane Brogan a happy retirement and welcomed Susan DuBois as she stepped up from Assistant Principal to Interim Principal. Our guidance counselor, Karen Grenier, accepted the offer to become Interim Assistant Principal and the search for a new guidance counselor ensued. Nabnasset was fortunate to find Melissa Reynolds who began at Nab just before the holiday break. In addition, second grade teacher Anne Marie Malatesta left us to pursue a career in the medical profession. Again, Nab was fortunate hire Joann Barth as interim second grade teacher. In early March, Buffie Diercks, our Library Media Specialist, left Nabnasset to assume the same position at the Abbot School. Nabnasset welcomed interim Library/Media Specialist, Lorraine Sousa to the Nabnasset Family. Speaking of family, first grade teacher Lee Twarog began her maternity leave in March and Nabnasset welcomed Kerry Grant as interim first grade teacher. Despite our Kindergarten being housed at Westford Academy to accommodate space needs, the sense of community and support was truly monumental. We look forward to Kindergarten returning to home base this September. School enrollment at the end of the year was 660.

PARENT/COMMUNITY INVOLVEMENT

During the fall, 115 parents attended one of two Parent Volunteer Training sessions conducted to provide consistent and deliberate instruction to parents who volunteer in the classroom. The experience was of great benefit for teachers, reducing the time ordinarily spent training the volunteers and consequently providing more direct time with students.

The system wide PTO provided wonderful enrichment opportunities for students: Helen Keller, Birds of Prey, Paul Revere, Brown Bag Opera and Tanglewood Marionettes. Thanks to the PTO for organizing events such as "Nab Lab Clean-up Day" in the fall, "Spruce-up Day" in May, The Star Reader Program and Math and Science Nights for each grade level. Way to go PTO!

The Nabnasset School Advisory Council, chaired by Interim Principal Susan DuBois, included teacher representatives, Jennifer Carrara, Lillian Lelless and Karen Grenier, as well as community members Scott Harkness, Murali Sastry, Kathy Souza, Nancy Rosinski, Julie Olivier and school committee representative Mike Mulligan. As part of their objective to educate parents to the practices used in school, the council presented two Parent Project evenings, one in the fall and one in the winter. With the assistance of the teachers, the council created two publications. "The Kid's Guide to Nab" is a pamphlet for children written in easy to understand "kid" language for incoming students. The second publication, "Ways to Support Your Child's Education at Home", is a

resource packet containing practical information and ideas on how parents can support their child's educational experience.

Guest readers from the community once again visited each class during American Education Week in November.

The Inventor's Fayre was held in March in the Nabnasset gymnasium, with over fifty student inventors participating. Judges from the community selected over twenty of our students to represent Nabnasset at the System-wide Inventor's Fayre held in April at Westford Academy. The System-Wide Fayre was broadcast on local cable TV and participants were awarded with a copy of the broadcast on DVD.

In early March we celebrated Dr. Seuss' Birthday in Nabnasset Family Style. During the day, students wore Dr. Seuss attire, dined on "Green Eggs & Ham" and enjoyed thirty minutes Dr. Seuss Stories. Students and their families were invited to back to school for an evening "Pajama Party" to enjoy cookies and milk as well as Dr. Seuss stories read by parents. The number of parent readers was over 120 for that event alone and attendance for the event topped 400.

Nabnasset School continued to participate in the townwide recycling program. Each classroom had it's own recycling box. Twice a month, Second Grade Helpers would circulate to each classroom and empty the recycling bins.

STUDENT ACTIVITIES

Field trips once again provided enrichment to the students at Nabnasset School. First graders studied pond life at Drumlin Farm as part of their science unit on Organisms. Second graders visited The Butterfly Place while studying butterflies and the process of metamorphosis.

Nabnasset's Code of Conduct "Rise to be a Nab Star" was the focus of bi-monthly school assemblies. The acronym RISE stands for "Respect, Include, Safety and Encourage". The Second Grade Helpers for the month would act out each letter of the Code. Storybooks and videos that support the code were read and shown. Each assembly started with all the children joining in the Nab School Song, written and led by Karen Grenier.

The events of September 11th touched our community deeply as they did every community. Nabnasset students participated in the "Pennies For Peace" program, raising \$633 for the American Red Cross.

Second Grade Helpers helped counting coats as part of the Coats for Kids Drive. Over 400 coats were collected and cleaned by Anton's Cleaners to be distributed to needy families.

Many students participated in the annual Holiday Helper program by doing extra chores around the house in exchange for a little bit of money to be given to charity. Students raised nearly \$300 for their efforts and the money was donated to The Cameron Senior Center.

Spirit Days this year included Hat Day, Disney Day, Dalmatian/101st Day, Dr. Seuss Day and Red, White & Blue Day and Nab School Apparel Day.

Students celebrated TV Turnoff Week with over 200 students pledging to Turn off the Tube for the week. Students submitted tickets for each day spent not watching TV. At the end of the week, names were drawn for prizes. The excitement was obvious.

Earth Day fell during TV Turnoff Week. Ms. Brodsky's Nature Group along with many classrooms decorated the halls with posters centered on Earth Day themes.

Mr. Weston, our Physical Education teacher, coordinated the Walk to Boston, where students could walk around the perimeter of the playground during recess and keep track of miles walked. Certificates were presented to 25 and 50-mile walkers, as well as a medal for those students who reached the 50-mile mark.

First and second graders performed musicals under the direction of our music teacher, Mrs. Moreira. Mr. Weston and Mrs. Moreira teamed up to work with multi-age classes to present a program combining music and movement.

In June, kindergartners and second graders enjoyed a "Move-up Day", having the opportunity to visit their upcoming school building and meet key staff. Kindergartners traveled to Nabnasset for the day, visiting a first grade class, touring the building, visiting the Nab Lab and enjoying a pizza lunch. Second graders traveled by bus to either Day School or Abbot School where they could ask questions and receive a tour of the building.

It was a rainy June, but at least the rain held off for all the field days. Mr. Weston had the support of over 100 parent volunteers. Some of the events enjoyed by the children included a sack race, water balloon toss, an obstacle course and parachute games.

The end of the year wouldn't be complete without the many Author's Tea celebrations, puppet shows and classroom talent shows.

To bring closure to our school year, Nabnasset began what hopefully will become a yearly tradition. The First Annual Nabnasset Family Picnic was held on the backfield one afternoon during the last week of school. Families brought blankets, chairs and picnic dinners and gathered together for a celebration which included a musical performance by Interim Assistant Principal, Karen Grenier.

CURRICULUM AND INSTRUCTION

During the year, teachers worked on the system-wide initiative of creating curriculum maps for every grade level. Next year our professional development days will be used to complete this important process.

The standards-based *Investigations* mathematics program is now fully implemented K-2. Teachers used new materials to compliment the computation strand of the program.

Homework rubrics and student-created writing rubrics were developed and used by teachers and students to clarify expectations and measure achievement.

In conclusion, we ended the year sending our best wishes to the many students, teachers and families moving on to other schools. We look forward to housing three 2nd grade Miller classes next year until their new school is ready.

Respectfully Submitted,
Karen Grenier

Susan DuBois, Principal

MILLENNIUM ELEMENTARY SCHOOL

The Millennium Elementary, a temporary twenty room modular building, opened in the fall of 2000 and housed students in grades 3-5. The second year at Millennium was a wonderful success where children, staff, and parents felt a strong sense of community. The fifth grade graduating class installed a granite bench that will remain on site whether or not the modular building remains in the future. Beginning in the Fall of 2002, Westford's sixth grade will be housed at Millennium until the new middle school at the Stonybrook site opens in the fall of 2003.

The Millennium housed a total of 350 students in five sections each of grades three and four and six sections of fifth grade. Music classes took place in the all-purpose room during non-lunch hours. Abbot and Millennium shared playground and gym. Art classes were held in it's own classroom and a small self-contained office area served as our instrumental lesson space.

PTO

The Parent Teacher Organization became town-wide K-5 these two years ago due to the opening of the Millennium. Co-presidents Julie Bishop and Michelle Gazarik facilitated the oversight of the entire organization. At the Millennium, parents Sandra Kilday and Anne Marie McPherson coordinated site-specific projects. Mrs. Kilday and Mrs. McPherson did an outstanding job organizing volunteers and acting as liaison to the larger organization. Their efforts have benefited our school greatly through all the enrichment opportunities, principal funds, classroom teacher funds, support of MCAS stress-reduction techniques, support of School Advisory Council goals, teacher appreciation, and volunteering of precious time.

School Advisory Council Goals and Initiatives

For a second year, parent Karen McManimon acted as co-chair of the council along with Principal Wai. Parents Annette Cerullo, Scott Harkness, and Mariclare O'Neal and teachers Melissa Donegan, Christine Eddy, and Carol Rice were members. Volunteer recorder Sue Foley and the School Committee Member Liaison was Karen Mario Young.

All council members served two years while the school is at this temporary site. Its first order of business was to write a two-year school improvement plan spanning the time we are housed here. Our goals focused on academic improvement and community. Under academics, we used assessment to measure instructional success in writing and mathematics and articulated curriculum as a site, throughout the district, and to parents.

Since our site is a temporary one with students and staff coming from different places, community building was important. We supported students, families, and staff by developing cohesion. A code of conduct was written, distributed and revised. The mascot Marvelous Marvin the Millennium Moose was chosen by students and staff. A tee-shirt logo designed by parent Michelle Harris allowed us to offer tee shirts at cost for students to wear. Buttons were given to all of the community and incoming third graders. Two nights for parent education were offered this year on topics such as MCAS, technology, writing, and reading.

With the support of the School Advisory Council, PTO, parents, and staff, a wonderful caring school community was fostered and developed.

STANDARDS BASED MATHEMATICS IMPLEMENTATION

Standards-based mathematics curriculum was implemented in grade four this year. Units of study of mathematics begin with real problems, writing and demonstrating knowledge versus a pure focus on one algorithm and computation.

REPORT CARD REVISION

A standards based report card was piloted in grades three and four district wide. The report card was developed so that grading will be based on standards set by the state, reflect Westford's curriculum, give parents more information, and increase consistency across a grade and among teachers. Parent information nights will be held in the fall. The teacher handbook will be revised and distributed the first week of school. The committee will meet in the summer to review feedback from parents and staff and to refine the progress report for implementation in all grades three through five this fall.

GRANTS

Four teachers were awarded a state technology adoption grant this year. Two class sets of AlphaSmart technology were purchased to facilitate the writing process in all curricular areas. This grant allowed us to have enough AlphaSmarts for special needs staff to use with students with fine motor difficulties. Additional carts have been purchased with the support of the school department and the PTO.

REDISTRICTING

Due to the opening of two new elementary schools, Westford's elementary students will be redistricted. The Millennium children will be split into four schools –third and fourth to Crisafulli, Day, or Abbot and fifth grade students will remain at the Millennium site for sixth grade. In order to ease the transition, Millennium students participated in several all school activities to help with the transition. First, all staff and students filled out footprints – in the first, they wrote something they would miss and in the second something they look forward to. We then had a district wide move up day where students visited their future school. The Crisafulli students gathered at the Millennium and were able to see a slide show of the school being built. Each student received a pencil with his or her future school's name. The Millennium School had a wonderful all school field day with everyone in mixed grade teams. Parents, students, and staff participated. Mr. Bogacz and Ms. Kennelly produced a movie with scenes from the school year.

FUTURE INITIATIVES

In the fall of 2002, the Millennium staff and new hires move to the new Crisafulli Elementary School on 13 Robinson Road. We will grow from 16 to 20 classrooms, from 350 to 420 students. In this time of transition, we will work hard to welcome new staff and new families. We will once again form a new community that is focused on student achievement. Our draft motto will be COMMUNITY, CARING, COURAGE, PERSEVERANCE.

Respectfully submitted,

Grace Wai, Principal

SPECIAL EDUCATION

Westford Public Schools is taking the lead in providing support services to diverse learners in the regular classroom. There are many support services and instructional delivery options available to students in each school. These services include, but are not limited to reduced class size in the elementary grades, responsive and flexible curriculum presentations in general education, individualized reading and math tutorial programs, scheduled time for collaboration and problem solving with parents and staff, and alternative educational programs at the middle and high school settings. Westford Public Schools recognizes and promotes diversity of learning in the classroom. We acknowledge that all children can learn, and that all children learn differently.

On January 1, 2002 the state special education standard changed from “maximum feasible benefit” to the federal standard of “free appropriate public education.” The FAPE standard is considered to be a lower standard, which entitles handicapped children to publicly funded individualized instruction with sufficient support services to make meaningful educational progress. This education must be provided in the least restrictive environment and be tailored to meet the unique educational, social, and emotional needs of students. The change to the federal standard may or may not have an impact on the high cost of providing special education services to children, since court decisions have made it clear that FAPE is not a minimal or trivial standard. The change in the standard has not affected the manner in which special needs students are serviced in Westford. Students continue to be provided with individualized instruction of the highest caliber.

The special education department was awarded \$ 398,992 under P.L. 94-142 federal grant for the 2001-02 school year. The monies were utilized to continue funding one school psychologist, two full time and one .5 occupational therapists, one special needs teacher, and three teaching assistants. Additional monies were used to fund home based and behavioral training services to children with Pervasive Developmental Disabilities, and direct services to several visually and physically impaired children. We also received \$ 21,116 in early childhood monies to fund a teaching assistant in our integrated preschool program, and to conduct monthly screenings within the community, and as well as offering several workshops on early childhood development to parents. Approximately \$45,000 was directed to various professional development opportunities for special needs staff, reading facilitators, and for math and science workshops and training materials. For example, new K-3 teachers and special needs staff participated in various study groups in the administration and interpretation of a new diagnostic reading test. Grade 3 teachers also received training on the use guided reading and literacy centers. Grade 2 teachers participated in training on phonics and word solving strategies. The focus on the math portion of the grant was the development and training on classroom accommodations in grades 1,3, 6,7, and 8. These accommodations helped make the standard based math program more accessible to struggling students. Additional monies will again be set aside this school year to expose more teachers to specific strategies on how best to meet the instructional needs of a diverse student population in the regular classroom. Hopefully, these efforts will help reduce unnecessary referrals to special education, and help make the classroom a more positive and healthier learning environment for all students.

The special education department has returned \$100,695 in Medicaid reimbursement to the town this past year. We have also saved the town over million and one-half dollars over the past sixteen years by managing our own special needs transportation program. We are fortunate to have dedicated and experienced drivers, many of whom have been with us for over ten years. We

continue to develop new special needs programs to accommodate an ever changing and diverse student population. A new Pervasive Development Program in grades 3-5 is scheduled to open in September 2002 to meet the social/emotional needs of students' autism. This is a good example of how costs can be kept down by creating in district programs. We are presently working with the town's recreational program to offer after school programming for students with severe social/emotional needs. These children have few friends, and poor social skills for joining after school activities on their own. We are very pleased with the cooperation received from the recreation department planning this program.

The special needs Parent Advisory Council met several times this past school year to discuss specific issues raised by parents. Much time was spent informing parents of their rights and responsibilities of public education. The Superintendent of Schools also kept parents updated on the budget and building needs of the school system. The best-attended session focused on helping parents become their child's best advocate. Our PAC president, Ms. Vickie Risso deserves all the credit for arranging these programs and for keeping the parents informed on the latest developments in special education.

A team evaluation questionnaire was sent to all parents who attended either an initial team evaluation or re-evaluation during the 2001-02 school year. Of the 253 surveys sent to parents, 105 were returned and recorded, a 42% return rate. This total is an adequate representation of parent opinions of the team evaluation process. The survey results indicate there is a high degree of parent satisfaction with the current team evaluation process over the past school year. The average percentage rating was 95% satisfaction. In addition, specific parental comments were discussed with the team chairpersons and shared with staff. Specific improvements in the team evaluation process resulted from the above discussions with staff.

Kindergarten screening was held last September with a total of 333 children screened for special needs. The purpose of the screening is to identify children who may struggle in Kindergarten due to a handicapping condition. Children failing the screening are then individually evaluated by special needs staff. In addition, meetings are held with teachers and parents to discuss programmatic options, or whether or not to refer a child for an evaluation. Often times it is best to wait until the classroom teacher has had more opportunity to work with a child before making a referral to special education. Only three children were immediately referred to special education, and fifteen others were referred to the Child Study Teams in each school for possible special needs evaluations and/or put on a watch list. Much appreciation is given to the screenings team in each school who perform their responsibilities in a thorough and sensitive manner.

Finally, there were 143 Initial Team evaluations during the 2001-02 school year, 55 more than the previous year. This increase was mainly due to the high number of referrals (72) made by parents. Of the 143 initial referrals, 71 children were not found eligible for special education services. Given Westford's strong instructional support services within each school, the majority of individual student needs can be met by making classroom accommodations and by adjusting instructional strategies to meet the unique learning needs of each child. The special needs department serviced a total of 465 students in 2001-02, and our present enrollment is 9% of the student population, which is a little below the national average.

FACILITIES & OPERATIONS

During the 2001-2002 school year the school system conducted many preventive and corrective maintenance activities that provided students and staff with a safe, clean and stimulating educational environment. As new buildings are occupied, a majority of our maintenance funds will be devoted to the Abbot, Day and Robinson Schools. These are now the three oldest buildings in our school system, and they will continue to serve the town well for many years.

A shortage of space, due to ever increasing K-12 enrollments, required housing of some students in a variety of means. The Millennium School continued to be utilized to house students in grades 3-5. Additionally, the shortage of space at the middle school required the school system to house grade 6 students at three locations: Blanchard, Abbot and Day.

The various maintenance projects that were accomplished during the year were primarily focused on improving the existing infrastructure interiors. At the Day School new, efficient lighting was installed in the corridors and lavatory areas. New sinks and faucets were installed in bathrooms, replacing original fixtures. Several classrooms had carpet replaced and new steamer trays were installed in the cafeteria kitchen.

At the Abbot School, carpeting was replaced in three classrooms and the library. New sinks and faucets were replaced in two bathrooms. Several new doors were installed in the building, and a large classroom was divided into two instructional areas to accommodate enrollment growth.

Carpeting was replaced in three suites and the library at the Robinson School. The original floor tile in the nurse's office and main office entrance was replaced.

At the Nabnasset School hallway walls were repainted throughout the school and sound reducing acoustical panels were installed in the cafetorium.

The focus of maintenance activities at the Blanchard School was repainting hallway and bathroom walls. New partitions were also installed in several bathrooms throughout the building. Some regrading of the baseball field was accomplished, providing better overall field conditions.

At Westford Academy we were able to resurface the entire running track, as a result of generous donations from two Westford families. The new surface is more resilient to the effects of ultraviolet light. With the labor of several Westford residents, and materials donated from several local companies, a new athletic storage shed was built adjacent to the football field.

Prior to the opening of each school, the boilers were cleaned and repaired by a qualified contractor. The Town's insurance company inspected each boiler prior to operation. Additionally, all life safety systems were inspected by appropriate Town officials to ensure proper operation.

Our thanks are extended to our custodial and maintenance staff, and students that we hire during the summer for a job well done. Westford has developed a reputation for clean, well maintained facilities that provide safe, attractive environments for staff and students.

Respectfully submitted,
Everett V. Olsen Jr., Assistant Superintendent

SCHOOL HEALTH SERVICES DEPARTMENT

School nurses manage comprehensive school health programs in each of the Westford schools. Services provided include:

- Maintaining a health record (including immunizations) and an emergency card for each student
- Providing first aid and episodic care of students
- Providing nursing procedures: blood glucose tests, peak flow monitoring, nebulizer treatments
- Conducting health screenings for height, weight, vision and hearing for all students and dental screenings for those participating in the Board of Health program
- Administration of prescribed medications
- Developing and implementing Individual Health Care Plans (IHCP's) for students with special health care needs - e.g. diabetes and Emergency Health Care Plans for students with life threatening allergies
- Providing training for all staff on the use of Epi-pens for life threatening allergies
- Preparing medications and providing health instruction for field trips
- Collaborating with the Westford Board of Health to provide immunization programs for students: Hepatitis B immunizations for 6th graders and tetanus and MMR (measles, mumps and rubella) immunizations at WA
- Providing health education for students, parents and staff
- Making referrals for health care and/or health insurance
- Collaborating with Pediatric West and the Westford Board of Health to enhance school health programs
- Communicating with parents and teachers regarding student health concerns

In the 2001-2002 school year, the Massachusetts Department of Public Health Enhanced School Health Grant provided \$85,000 for Westford school health services. Grant monies funded two full time nurse salaries, part time administrative assistance, program funds and professional development funds. Westford is slated to receive two more years of funding under this grant.

Highlights of the 2001-2002 school year include:

- Introduction of a computer program to track student visits to health rooms
- Certification of all nurses by the Massachusetts Department of Education
- Review and updates of school health policies and regulations
- Review and update of school health protocols/standing orders with School Physician, Dr. Watson
- School nurse participation on school emergency planning teams
- Full time nurse leader participation at state meetings
- School nurse participation on task forces e.g. health, bullying and professional development
- Professional development programs advancing technology in the health room
- School nurse participation at several state conferences including the U Mass/Simmons School Health Summer Institute
- Supervision of a student nurse from U Mass Lowell

- Participation in the Massachusetts School-Based Health Services Time Study for Medicaid health care reimbursement
- Collaboration with the Westford Board of Health to coordinate health screenings for staff and Town employees

Respectfully submitted,

Lee Thurston, RN, MS, NCSN
Nurse Leader
Westford Public Schools

WATER DEPARTMENT

The Westford Water Department is charged by the Town with providing safe, uninterrupted water at a reasonable pressure to meet the health and fire protection needs of those served by the public water system. The Department employs a staff of 14 to manage and maintain the Water Department and its resources. The superintendent, along with a four-member Commission that is appointed by the Town Manager for three-year terms, is responsible for providing these services to the Town. The Water Department must adhere to strict water quality requirements established by the Environmental Protection Agency (EPA) and enforced by the Department of Environmental Protection (DEP).

BOARD OF WATER COMMISSIONERS

Leslie A. Thomas, Chairperson
Harold A. Fletcher, Member
Douglas C. Deschenes, Member
Robert Carter, Alternate Member

WATER DEPARTMENT STAFF

Warren E. Sweetser, Superintendent
Robin Fullford, Business Manager
Robert Worthley, Water Treatment Manager
Kristin Divris, Environmental Analyst
Dianne Cloutier, Records Coordinator
Bindy LeGault, Administrative Assistance
Paul Ricard, Foreman
Wayne Beauregard, Foreman
Chris Macpherson, Licensed Well Specialist
Joe Emerson, Licensed Well Specialist
Dave Crocker, Licensed Well Specialist
Rob Daley, Licensed Well Specialist
Scott Harkins, Licensed Well Specialist
Marla Quadri, Meter Reader

2002 Highlights

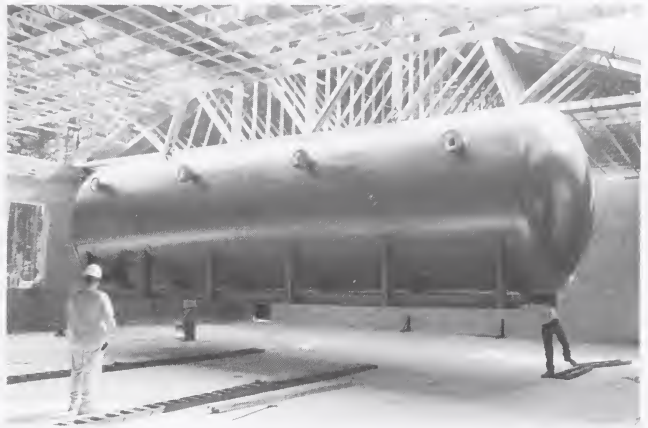
FY2002 saw the continued construction of the water treatment plants on Forge Village and Nutting Roads. Mild temperatures during the winter allowed construction crews to maintain an aggressive schedule and the plants are due to open on or before the expected completion date of April 17, 2003. Construction progress, updates and project schedules are provided on an informational website at www.westford.com. The \$14,000,000 project is funded by a State Revolving Fund interest-free loan from the Pollution Abatement Trust saving the ratepayers about \$7,000,000 in interest over the 20-year loan.

The Water Department looks forward to improved water quality for our customers. When the two water treatment plants are finished and placed into service, customers may only notice a slow, gradual improvement in water quality. This is normal and expected. Other public water systems with similar water quality issues and treatment processes have reported that it takes several months to see an overall, consistent improvement. The Water Department is pleased to announce that Robert Worthley recently joined the Water Department staff as Water Treatment Manager. Mr. Worthley will play a key role in the startup of the treatment plants. He brings to the job the extensive

experience needed to successfully treat and blend groundwater from eight different sources with varied water quality parameters.

In the spring of 2002, roadways affected by the extensive water main installation project associated with the new treatment plants received a smooth, final overlay.

The Water Department received the “Best Overall System” award from the Department of Environmental Protection on May 9, 2002 for outstanding efforts in the day-to-day water supply operations that provide safe drinking water. The Best Overall System award is based on scoring for the past two consecutive years, and was a surprise announcement during the 2002 Massachusetts Drinking Water Awards Ceremony.



Filter is lowered into position inside Forge Village Plant.

At the end of FY2002, we said farewell to Walter Marcella, Water Commissioner for ten years. With an extensive background in finance, Wally contributed significantly to the success of the department over the last decade. We wish Wally and his family well in their new home and extend our gratitude for his guidance. Douglas C. Deschenes and Robert Carter have joined the commission.

Public Outreach

The Department continued its program of public outreach with its biannual newsletter, “InFLOWmation”, and the annual Consumer Confidence Report (CCR) as a means of keeping the public informed about its projects, progress and challenges. We continued to “reach tomorrow’s consumers today” by making presentations to 19 fourth grade classrooms. The winners of our poster contest were awarded cash prizes at our Annual Open House. Girl Scouts who earned the EPA “Water Drop Patch” were also recognized. In April we teamed up with Maryanne Finnegan and Betsy O’Keefe for a “*Water Wise Gardening in Westford*” presentation at the Roudenbush Community Center.

In May, Water Department staff worked with close to 100 students from the Westford Academy Community Service Team to develop a demonstration garden that is drought-tolerant. The garden, to the left of the current Operations Center at 63 Forge Village Road, consists of native and drought-tolerant flowers, shrubs and trees, a dry river bed with a wooden footbridge, a rustic arbor created from tree limbs, and raised vegetable beds. Local resident and landscape architect Nicholas Reed volunteered his time and expertise to design the site and act as project manager. Math Teacher, Ken Kravetz, worked with members of the team to coordinate the project and the workforce.

Dubbed “Project H2O”, the garden was truly a community undertaking drawing adult volunteers who donated their time and labor and local businesses that donated their products. The results are beautiful and serve as an example of environmentally sound landscaping. Please visit our website to view pictures taken throughout the day and a list of contributors.

2002 AT A GLANCE

Number of Gallons Pumped			Names of Storage Tanks & Storage Amounts	
	2001	2002		
January	34,981,000	34,885,000	Prospect Hill Tank	172,000
February	30,549,000	34,906,000	Town Farm Tank	430,000
March	35,747,000	37,182,000	Hildreth Hills Tank	2,000,000
April	40,501,000	45,889,000	Twin Peaks Tank	1,000,000
May	86,965,000	50,381,000	Francis Hill Tank	1,250,000
June	73,508,000	55,348,000		
July	74,702,000	85,419,000	Total Storage Amount 4,852,000 Gallons	
August	75,800,000	88,648,000		
September	67,952,000	59,015,000		
October	49,578,000	49,035,000		
November	35,240,000	34,071,000		
December	34,824,000	34,191,000		
TOTAL	640,347,000	608,783,000		

Number of Fire Hydrants	864	
Hydrants Installed in 2002	21	
Number of Accounts	5,079	
Number of New Services	61	
Number of New Gates	60	
Total Miles of Water Main	120.57	
Miles of Water Main Installed	2.77	
Number of Water Main Breaks		4
Number of Service Renewals	15	

CEMETERY COMMISSION

The Cemetery Commission is a three-member, appointed board, which acts as a policy setting committee for the department. The Cemetery division function has been incorporated into the reorganized Parks and Recreation Department. The restructuring allow for greater efficiency of service and management of grounds maintenance.

Major accomplishments this past year included new windows, doors and siding at the Fairview Cemetery building. Also repairs to the roof and soffits at Fairview.

The Construction of Pine Grove Cemetery Building is scheduled to be completed in the Spring of 2003. Major work and construction have been completed by Nashoba Technical High School students with direction from Town Building Commissioner Don Kinney.

The development of a database for burials since 1900 has been completed. In addition to the database, photocopies of plot records are also located at the Recreation Office. It is planned to have the database available at additional sites.



Fairview Cemetery

Long time Cemetery Supervisor Paul Baxendale opted to take the Town's Early Retirement option. The Commission wishes to express its thanks to Paul for all his years of service. David Hall has been selected as the new Cemetery Supervisor under the direction of Parks and Grounds Operations Supervisor Jonathan Revis.

This past year there were 21 full burials and 7 cremations. The Parks and Grounds and Highway Crews are instrumental in assisting the Cemetery Supervisor in the care of the six town cemeteries. It is through the efforts of all involved that the cemeteries are a memorial and resource to our past.

COMMISSIONERS

Fred Healy
Daniel Provost



West Cemetery

HIGHWAY DEPARTMENT

The Highway Department from January 1, 2002 through December 31, 2002 performed the following work.

TOWN ROADS

Regular maintenance and repair of Town Roads consisted of cleaning and repairing of catch basins and manholes, the cutting of brush on the sides of the roads, repair of guard rails, patching and sweeping of roads and municipal parking lots. The Highway Department also grades all Town gravel roads, installs berm and curbing, cuts and clears trees from roadways during and after storms.

This year 8,202.23 tons of bituminous concrete was used for repair and maintenance of Town Roads.

ROADS RESURFACED

The following streets were resurfaced with bituminous concrete or treated stone and asphalt.

Lowell Road – from Depot Street to Stony Brook Road
Graniteville Road – from Cold Spring Road to Main Street
Beaver Brook Road – from Concord Road to Littleton town line
Nutting Road – from Groton Road to Plain Road
Depot Street – from Nutting Road to water pumping station
Concord Road - from water pumping station to Howard Road
Country Road – from Patten Road to Concord Road
Howard Road – from Concord Road to water pumping station
Patten Road – from Country Road to Pleasant Street

ROADS CHIP SEALED

Frances Hill Road
Hunt Road
Providence Road (Main St. to dead end)
Fletcher Road
Blackthorn Drive
Sawmill Drive
Brookview Drive
Beaver Dam Drive
Heywood Road
Patten Road
Pine Ridge Road
Old Homestead Road
Long Meadow Road
Bridge Street
Old Lowell Road
Griffin Road

ROADS CRACK FILLED

Hearthstone Road
Tyngsboro Road
East Prescott Street
Acton Road
West Prescott Street

DRAINAGE TOWN ROADS

River Street	500' perforated pipe, 2 manholes
River Street (across from Ballfield)	50' perforated pipe
Patten Road	40' solid pipe, 1 basin
Wilson Farm Road	40' solid pipe, 1 basin
70 Forrest Road	Solid stub, 60' perforated pipe, 1 basin
Concord Road (by Country)	240' solid pipe, 1 basin
Depot Road (by pumping station)	50' solid pipe
50 Country Road	70' solid pipe
280 Groton Road	100' solid pipe, 1 manhole, 1 basin
8 Lowell Road	40' ductile iron pipe, 2 basins
Pleasant Street	120' solid pipe
Leland Road	150' perforated pipe, 2 basins
In addition to the above drainage we replaced or installed 25 new catch basins.	

SNOW AND ICE REMOVAL

The Town of Westford Highway Department, in the interest of public safety and the convenience to motorists, cleared the snow and ice from approximately 175 miles of roadway. In this process the Town used 1,134.42 tons of sand, 5,519.01 tons of salt and 12,419 gallons of a liquid anti-icing product.

Following are the times the Highway Department was called out to treat or plow the Town roads:

Jan. 6, 2002	Snow 2"	Salt/Sand/Plow
Jan. 7, 2002	Snow 4"	Salt/Sand/Plow
Jan. 13, 2002	Snow 3.5"	Salt/Sand/Plow
Jan. 15, 2002	Snow 5"	Salt/Sand/Plow
Jan. 17, 2002	Light Snow 2"	Salt/Sand
Jan. 19, 2002	Snow 6"	Salt/Sand/Plow
Jan. 21, 2002	Light Snow 1"	Salt/Sand
Jan. 31, 2002	Snow & Ice 3"	Salt/Sand/Plow
Feb. 1, 2002	Snow & Ice 2"	Salt/Sand/Plow
Feb. 27, 2002	Snow 3"	Salt/Sand/Plow
Mar. 18, 2002	Light Snow 2"	Salt/Sand
Mar. 20, 2002	Snow 6"	Salt/Sand/Plow
Oct. 16, 2002	Light Snow	Salt/Sand
Nov. 5, 2002	Flurries	Salt/Sand
Nov. 16, 17 2002	Ice 2"	Salt/Sand/Plow
Nov. 27, 2002	Snow 5"	Salt/Sand/Plow
Dec. 2, 3 2002	Snow 2"	Salt/Sand/Plow
Dec. 5, 6, 2002	Snow 5.5"	Salt/Sand/Plow
Dec. 12, 2002	Snow 4"	Salt/Sand/Plow
Dec. 16, 2002	Snow 2"	Salt/Sand
Dec. 25, 2002	Snow 10"	Salt/Sand/Plow
Dec. 31, 2002	Light Snow	Salt/Sand

ENGINEERING DEPARTMENT

The Engineering Department supports the maintenance and operations of the Town's infrastructure. Many of the activities of this department are in concert with the Highway Department, Parks Department, Planning Department and the Conservation Commission. Engineering services include reviewing and inspecting plans and specifications for compliance with design standards. Inspection of the construction of subdivision utilities for compliance with the approved plans. The Town Engineer designs projects for various Town entities.

Key responsibilities follow:

- Management and completion of Phase II Storm Water Program
- Increased coordination of inter-departmental processes with Planning to promote more effective service delivery
- Increased coordination with other government agencies and utility companies when projects are in the public right-of-way
- Provide plans, specifications, estimates, right-of-way plans, property descriptions for Town projects
- Attend development review meetings in coordination with the Planning Department, to review applications for compliance with Town standards
- Review plans and approve final maps (tracts) and parcel maps as required
- Conduct inspections of work within the public right-of-way through the construction process
- Provide assistance to the public regarding right-of-way issues
- Process all petitions for road openings
- Administer and coordinate contracts for engineering consultants, as needed
- Design and administer projects for the annual Capital Improvement Program, including curb, gutter and sidewalk improvement analysis
- Perform minor traffic engineering analysis
- Respond to neighborhood concerns and requests

This year we had 4 employees retire from the Highway Department. We would like to thank William Rogers; Operations Supervisor, John Reeves; Crew Leader, Paul Baxendale; Cemetery Supervisor and David Bruce; Heavy Equipment Operator for their many years of dedicated service to the department and the residents of the Town.

I wish to express my sincere thanks to the Board of Selectmen and Town Manager for their full cooperation and to all members of the Highway Department, who have been most cooperative.

Respectfully submitted,

Richard J. Barrett, Jr.
Superintendent of Streets

HIGHWAY GARAGE BUILDING COMMITTEE

The Highway Garage Building Committee is pleased to submit the following report regarding the activities of the Committee for the year 2002.

The first half of the year our efforts were concentrated on pursuing municipal permits. Plans, specifications and studies were modified to address the concerns of the Conservation Commission and the Planning Board. Numerous public hearings were held leading to the issuance of an Order of Conditions from the Conservation Commission for portions of the roadwork which lie within the jurisdiction of the Conservation Commission. The Planning Board issued Site Plan Approval for the construction of the new Highway Garage and a Special Permit for uses within Water Resource Protection District 3.

Throughout the public hearing process, abutters expressed their concerns, especially regarding the potential cumulative effect of blasting required for the construction of the access roadway added to the existing blasting occurring at a nearby commercial quarry. The Planning Board, in turn, asked appropriate municipal officials to take a closer look at the activities being performed at the nearby quarry to assure that such activities were being performed in compliance with applicable laws and regulations. During the review process by the Conservation Commission and the Planning Board, both boards had an outside consultant review and comment on the proposals submitted by the Committee and our architects and engineers. Certain modifications were made to the plans to address their questions and concerns.

Once the Order of Conditions, the Site Plan Approval and the Special Permit were issued, it was then appropriate to have the architects finalize the construction plans. There was a minor delay when the Selectmen announced their intention to appeal the decisions of the Planning Board, whereas the decision incorporated a "no build" buffer zone within a portion of the remaining parcel of Town land.

The Highway Superintendent and the Engineering Department worked closely with the architects on the preparation of the final plans. The Committee is committed to completing the project within budget, and toward that end, the Committee felt that it would be prudent to have the plans reviewed by an independent third party prior to soliciting construction bids. The outside review was very helpful and it should save the Town hundreds of thousands of dollars in potential change orders and disputes.

As of the end of the year, we are awaiting the delivery of the final plans for purposes of soliciting bids and the preparation of the request for proposal documentation. We expect that in early 2003 we will publish the request for proposals and consider bids for the construction of the project. Although we are behind our initial schedule, we believe that the taxpayers will be better served by the careful preparation and re-examination of the plans prior to soliciting construction bids.

As the committee has stated in the past, it is a pleasure to serve our community and the committee gratefully appreciates the support of the taxpayers.

Respectfully submitted,

Paul F. Alphen, Chair; Louis Ashley; Richard Barrett; George Fletcher; Mark Hamel; John A. Healy III; Robert Jefferies; Gaylord MacCartney; James Pearson

RECYCLING COMMISSION



The Commission is pleased to report recycling facts and figures for the town of Westford for 2002. Each ton of recycled goods diverted from the Wheelabrator waste-to-energy incinerator in North Andover saved **\$134** and demonstrated that Westford was in compliance with state waste bans.

Derosa Landfill Management Inc., a subcontractor, administers Westford's curbside recycling program to North Shore Recycled Fibers.

All avoided costs in the following calculations are determined using \$134 per ton.

MRIP GRANTS

The Recycling Commission received \$ 25,416 from the Massachusetts Recycling Incentive Program. The grant money is a direct result of the efforts of Westford residents to recycle an exemplary amount of material. The Commission uses this money to offset operating expenses. The grant money allows the Commission to request a lesser amount of money from the Town to run its programs. Due to State budget cuts, the MRIP program was terminated at the end of 2002.

RECYCLING INCENTIVE PROGRAM

In an effort to increase recycling, the Commission continues its Recycling Incentive Program. Commission member Barbara Theriault supervises the program. Every month, the Commission awards a \$100 prize to a randomly chosen household that has excelled in the amount of recycling set out in curbside containers.

MEMBERSHIP CHANGES

Amy Bowman and Andy Bergamini joined the Commission in 2002. Barbara Carey resigned.

GLASS, METAL AND PLASTIC RECYCLING

The curbside collection contractor collects Westford's glass, metal and plastic. No revenue is collected for these commodities.

Total Glass, Metal and Plastic collected: 559 tons (24 tons less than last year)

Avoided costs at the incinerator: **\$ 74,906.**

MIXED PAPER COLLECTION

We received no payment from North Shore Recycled Fibers of Salem for Westford's mixed paper in 2002 due to a continued downturn in the market price of recycled paper.

Total mixed paper collected: 1,801 tons. (43 tons less than the year 2001 total)

Revenue collected: \$0

Avoided costs at the incinerator: **\$ 241,334.**

BRUSH

The Commission, in cooperation with the Highway Department, conducted four brush collections this past year at the Day School. The Commission pays all associated costs for the collections.

Total brush collected: 25.75 tons.

Avoided costs at the incinerator: \$ 3,451.

LEAVES AND GRASS CLIPPINGS

Westford residents take their yard waste to Laughton's Nursery, 31 Lowell Road, Westford. The site is open weekdays year-round (8 am to 4 pm) and also Saturday mornings from September to May. Laughton's receives \$12,000 per year for this service. Laughton's estimates that Westford residents brought an estimated 2167 tons of yard waste to the composting site in 2002.

Avoided costs at the incinerator: \$ 290,378.

CLOTHING RECYCLING

New England Clothes Recycling (NECR) of Lowell continues to collect old clothing, textiles, small household appliances, used toys, and other items. The collection bins are located at Minor's corner Exxon, Abbot School and Blanchard School. The town receives a yearly payment from NECR.

HAZARDOUS WASTE COLLECTIONS

The Commission hosted three: computer monitor, television and electronic collections in 2002. The State of Massachusetts bans picture tube-containing items from household trash. Electronicycle of Gardner collected the items.

A household hazardous waste collection was held on September 21. In an effort not to burden the Town's tight budget, the Recycling Commission funds were used to pay the \$ 38,808 cost of the collection.

WASTE MOTOR OIL

The Westford Center Fire Station continues to be the collection depot for waste motor oil each Saturday. Residents are charged a disposal fee of \$1 per gallon. Fire Department personnel oversee the collection program. *Oil collected in 2002: 726 gallons.*

CHRISTMAS TREES

In January 2002, residents took advantage of a voluntary Christmas tree recycling program organized by the Westford Firefighter's Association. The firefighters picked up trees from residents' homes for a suggested donation of \$5 per tree on two collection days. The trees were taken to Laughton's Nursery for composting.

Number of trees collected: 880

SCHOOL AND MUNICIPAL BUILDING RECYCLING

The curbside contractor, North Shore Recycled Fibers, collects paper, glass, metal, and plastics from Westford schools and municipal buildings. The new Crisafulli School was added to the program in 2002.

BATTERY Collection

Former commission member Ann Eno continues to collect button cell batteries from various collection points in Westford. Button cell batteries that are used in hearing aids, calculators, and watches contain mercury, a toxic substance. Batteries are brought to NESWC for recycling. Used rechargeable ni-cad batteries are collected by Radio Shack at Westford Valley Marketplace.

Public Education

A flyer explaining all of the town's recycling programs was mailed in June to all Westford households. Printing and mailing costs for the flyer were paid by a grant from the Massachusetts Department of Environmental Protection.

White Goods

White goods are defined as stoves, water heaters, washers, dryers, refrigerators, air conditioners, and microwave ovens. White goods are prohibited from disposal at the NESWC incinerator by State waste bans. Westford homeowners pay a disposal fee directly to the hauler for curbside pickup. White goods were collected monthly by Atlas Recycling. The tonnage total also includes 133 tons of ferrous metals recovered for recycling at the NESWC incinerator.

Total recorded white good tonnage collected by Atlas Recycling and NESWC: 177.68 tons

Avoided costs at the incinerator: \$ 23,809.

HARDCOVER Books

Hardcover books that cannot be sold by Friends of the J.V. Fletcher Library are collected by the Friends and recycled at Courier Corporation in Forge Village or donated to Hands Across the Water. The Town received no revenue for the books.

Total recycled book tonnage: 6.45 tons

Avoided costs at the incinerator: \$ 864.

Respectfully submitted,

Gerald DiBello, Chair

Bill Beck

Amy Bowman

Elizabeth Sawyer

Mike Gustin

Ellen Harde

Barbara Theriault

Andy Bergamini

TREE WARDEN

The tree dept has had a very busy and productive year. As always tree trimming and maintenance has been our biggest activity. The exciting part is that new trees were planted in all sections of town. These varieties include, Red Maple, Sugar Maple, Oak, and Birch. Hopefully with budget in mind this practice will continue for the upcoming season.

I would like to thank the Town for this opportunity to have served on the tree department. This upcoming season will be my last. For me it has been quite rewarding to plant beautiful trees throughout Westford. I will enjoy showing my grandchildren the beautiful specimens as they grow for many years to come.

I want to thank the people of Westford, and town employees who have made this job a success, and a special thanks to Guy Shepard Senior Arborist from Mass Electric for all of his help and support.

As I leave this job I take pride in knowing that there are more beautiful trees flourishing today on Westford's streets and town properties than when I came to the job.

Thank you.

Respectfully submitted,

Chester H. Cook, Jr.
Deputy Tree Warden

AFFORDABLE HOUSING COMMITTEE

The Affordable Housing Committee (AHC) has had a busy year in its continued efforts at the promotion of the development of additional units toward the Town's affordable housing stock. The citizens of the Town of Westford have continued to be unwavering in their support for our efforts, and, the Committee proudly continues its efforts toward fulfilling its charge.

The AHC was pleased to participate in conducting a Housing Lottery for the sale of an affordable unit at Orion Way in Westford. This unit was constructed by Mr. Joseph Flaherty under the Town's Flexible Development By-Law. The Lottery was well attended and weighted toward family occupancy, Westford residency, veteran's status and minority preference among other criteria. The Lottery resulted in the selection of a qualified local Westford family, who, following successful financing approval became first time owners. The family now occupies the unit which will continue to remain affordable through deed restriction. The Committee looks forward to conducting more lotteries as affordable units become available. The AHC is indebted to Mr. Flaherty for his good works and cooperation enabling the success of this venture.

The AHC also continues to investigate and advise on ongoing projects such as the Brookside Mill, the Villages at Stone Ridge, recent proposals under the Comprehensive Permit law and Local Initiative Petitions. These proposed projects can be controversial, and, coupled with a myriad of new procedures and considerations for our various Boards, Committees and citizenry; the AHC has fostered educational opportunities in the areas of the Town's rights and responsibilities. It is our hope that the Town of Westford and developers will seek out the Committee for advice, recommendation, and consult so as to balance the legitimate interests of all parties concerned.

Through the generosity and support of the residents of Westford the affordable housing proposal for the development of the Town's Stony Brook site continues to move forward. Through a commitment of Community Preservation Act funds, recommended and approved at Special Town Meeting, the AHC, in conjunction with the Westford Housing Authority, is presently soliciting requests for proposals concerning the movement and grading of fill for this 'topographically challenged' site. The administration of funds will continue through the AHC. The Stony Brook Project will consist of 15 units, the majority of which will be affordable units. Of these units, one will be designed for the needs of the physically challenged. There is also a plan to augment the attributes of a second unit so as to benefit the sensory impaired. The site consists of 7 plus acres of Housing Authority land.

The AHC continues its work in conjunction with the Housing Authority on the development of a Housing Plan for Westford. Toward that end, the Town has engaged a consultant who has previous experience in designing such a plan for our neighboring Town of Concord. It is the Committee's hope that such a Housing Plan will be completed by early to mid 2003.

Proudly, on October 10, 2002 the Commonwealth of Massachusetts awarded Westford and only 2 other towns (Truro and Bedford), the sum of \$1 million dollars each through a new state program designed to foster small scale development in suburbs and small towns. This award from the Department of Housing and Community Development and the Massachusetts Housing Partnership is presented exclusively to communities that have affordable housing needs that have made

significant efforts to address those needs. Westford has been a community that has been recognized by the State as one which has made such significant strides toward addressing its affordable housing needs. This includes the promotion of affordable housing through creative bylaws which mandate affordable housing components in developments, appropriation of funds and land toward projects, continued recertification under Executive Order 418 and the various affirmative activities of the Affordable Housing Committee in the promotion and creation of affordable housing. This award will be utilized to assist in the development of the Stony Brook site.

The Affordable Housing Committee ended calendar year 2002 by sponsoring an informational and educational seminar for January of 2003 for the public, all Boards and Committees. This seminar is slated to present various professionals experienced in the area of G.L. c. 40B, the comprehensive permit, so as to prepare and educate the Town of Westford in this complex area of development and the law.

The Committee will continue its efforts in 2003. On behalf of the Committee we thank you for allowing us the privilege of our continued service to the Town.

Respectfully submitted,

Christopher A. Romeo, Chair

Members (two year terms):

Ann Eno
Carl Lyman
Elaine Nickerson, Vice Chair
Andrea Peraner-Sweet
Chris Pude
Christopher Romeo, Chair
Mary Trubey
Douglas Deschenes

BUILDING DEPARTMENT

During the year 2002, the Building Department issued 660 building permits that resulted in 50 new dwellings and 36 condominium units. This was comparable to 84 new dwellings issued the previous year. There was an increase in residential additions and finished basements. There also was an increase in commercial tenant fit-ups. In 2001 there were 25 permits issued compared to 77 in 2002. The department also issued 726 electrical permits, 418 plumbing permits, 452 gas permits and 32 places of assembly, a total of 2342 permits. The total fees collected for 2002 was \$389,849.

With the implementation of the Growth Management By-Law, it has resulted in a decrease in the number of subdivision submittals before the Planning Board and new single family dwellings. Residential growth accounted for the majority of the 660 building permits issued by the Building Department with 50 permits being new single family dwellings and 36 permits for condominium units which were for age restricted. Although most of the on-going single family dwelling subdivisions are near completion, there appears to be a trend with approvals from the Planning Board for condominium units. The first 55 and over age restricted development off Tyngsboro Road, known as Villages at Stone Ridge, has been ongoing since the beginning of the year and will continue into the year 2003. The Brookside Mill conversion is still proceeding and will be converted to condominium units, which will include 35 units, 8 of which are affordable.

Commercial development has slowed dramatically with just one new building for a daycare facility on Powers Rd. The Crisafulli School opened at the beginning of the school year in September and the Rita E. Miller Elementary School was occupied the first of December. The Stony Brook Middle School is still under construction and is expected to be completed for the opening of the school year in September 2003. The addition to Nashoba Valley Technical High School is progressing nicely and phase I is expected to be completed in August 2003. The two new water treatment facilities located on Forge Village Road and Nutting Road are expected to be completed and operating by April 2003.

Respectfully submitted,

Donald E. Kinney, Building Commissioner

CABLE ADVISORY COMMITTEE

The Cable Advisory Committee (CAC) is the Westford Town Board that advises and represents the interests of the Westford Board of Selectmen (BoS) in their role as Franchise Authority for Cable Television and other services provided by AT&T Broadband (ATTb), Westford's Cable Operator.

The Cable Advisory Committee negotiates and enforces License provisions with ATTb, which took over our Franchise in 1/01 from Cablevision. The CAC also serves as an advocate for individual Westford Citizens in all matters involving the Cable Operator. We encourage all interested parties to attend our Meetings to air their concerns, to ask questions or just listen. CAC Meetings usually take place on the 4th Thursday of each month at the J. V. Fletcher Library, starting at 7:00 PM. Check postings at Town Hall for exceptions.

The current License with ATTb is due for renewal (or extension) as of 4/03. Since ATTb took over, there have been concerns with the quality of TV service, outages, and poor customer service response, which resulted in official Breach of License allegations. In addition, more than 300 Westford residents have protested the worrisome slowdown in providing Broadband cable Internet access and Digital TV. For these and other reasons, in the aftermath of our 4/02 License Transfer Hearing the CAC persuaded the BoS to Deny the Transfer Request made by ATTb in 2/02 in conjunction with their planned merger with Comcast Corporation. In 11/02 ATTb did in fact merge with Comcast Corporation, after the ATTb appeal of Westford's Transfer Denial action was upheld by the Cable Division of the MA Department of Telecommunications and Energy (DTE).

In 12/02, Comcast publicly announced that Westford's Cable System would be upgraded for Broadband by the fall of 2003. This upgrade is expected to mitigate the service issues plaguing the Town in recent years, and will finally reward the patience of cable subscribers waiting for Broadband cable services to arrive. The CAC will hold a Public Hearing and conduct a town-wide Survey, in advance of negotiation of the next Renewal License with Comcast in 2003.

The CAC website <http://westford.mec.ecu.govt/cable/cable.htm> not only provides Westford Citizens with information on cable-related topics, but also enables them make their voices heard using online forms that send email to local and state officials as well as the Cable Operator. There are also some useful links to CAC reports, the License itself, and other interesting cable-related information. The upcoming Public Survey for License renewal will also be made available online through the CAC website.

Since many cable-related issues apply on a regional level, members of various Cable Committees in the area have been communicating by means of an e-mail forum to trade ideas, moral support and information. CAC Chair Dave Levy has been instrumental in organizing this regional Cable Committee consortium.

The CAC currently consists of seven volunteers, appointed to renewable 1-year terms by the Board of Selectmen. A quorum of four or more members is required to conduct official business.

Cable Advisory Committee

The Westford CAC can be contacted by mail at Town Hall, or by sending email to: cablecommittee@westford.mec.edu. CAC Chair Dave Levy also invites telephone inquiries by voicemail at his home phone: (978) 692-2290.

Respectfully submitted,

Dave Levy, Chair

Ken Woods, Vice-Chair

Jim Silva, Secretary

Members: Marc Davidson, Jeff Hill, Eric Johansson, and David Weaver

COMMUNITY PRESERVATION COMMITTEE

The citizens of Westford show a great desire to preserve and enhance Westford's community character. Such a desire led to the passage of the Community Preservation Act in the spring of 2001. With this legislation, Westford now has dedicated funds to preserve our community character. Community Preservation funds can be used for open space, historical resources, community housing and land for recreational use.

The money raised from the past year's Community Preservation surcharge on property taxes and the 100% matching funds received from the State on October 15, 2002 totaled **\$1,624,851.75**. Under the Massachusetts Community Preservation Act, Town Meeting can approve, disapprove, or reduce the amount recommended. Town Meeting may not increase a dollar recommendation or fund a project that has not been recommended by the Community Preservation Committee.

After over a year of studying Westford's community preservation needs, including a public hearing, open meetings, input from Town committees and organizations, and adherence to the guidelines of the Master Plan, the Land Use Priorities Report, and the Open Space and Recreation Plan, the Westford Community Preservation Committee solicited and evaluated project applications for Community Preservation funds. By the end of the application process, the Committee received 10 applications totaling requests for \$2,230,000 – well over the amount available.

The Committee recommended to the November 12, 2002 Special Town Meeting that **\$541,500** be spent on projects for affordable/community housing, historic preservation, recreation facilities, and committee operating expenses. **\$1,083,351.75** was recommended to be banked in the Historical and Open Space reserve accounts and the General Preservation Account for future community preservation needs.

In making the recommendations, the Committee took four major factors into account:

- fiscal impact, including additional non-Community Preservation funding sources
- community character
- citizen needs
- urgency and timeframe

Understanding that Westford's Community Preservation funds cannot be used to supplant existing community preservation efforts or be used as operating funds, as well as our current budget constraints and unknown preservation opportunities in the future, we attempted to recommend projects that provided the biggest bang for the buck, while continuing to save over 2/3 of our Community Preservation funds, primarily for open space.

On November 12, 2002, Town Meeting voted to accept all the Community Preservation recommendations, except \$124,000 for two recreation projects. In summary, **\$427,500** was allocated for projects, while **\$1207,352.75** was reserved for future community preservation needs, highlighted by 74% of the funds reserved going in the Open Space account.

FUNDING RECOMMENDATION	TOWN MEETING ACTION (11-12-02)
<p><u>\$1,020,254.75</u>: Open Space Reserve Account</p> <p>This is the balance of FY 02 Community Preservation funds, including the mandated 10%, that the Committee recommends be dedicated to open space. (amended 10-29-02)</p>	Approved
<p><u>\$250,000</u>: Movement of fill and re-grading of Housing Authority Parcel at Stony Brook in order to build 15 housing units (Affordable Housing Committee)</p> <p>35,000 cubic yards of fill at Stony Brook is needed to bring the land owned by the Housing Authority to grade level so that 15 units of family housing can be built there. Town officials made this commitment when a land swap was made as part of the Stony Brook Master Plan. The grading must be done this fall in order to start building next spring, and to obtain long-term financing under a Massachusetts Housing Partnership pilot program specifically designed for communities like Westford. There will be no further fiscal impact on the town regarding this project. The timeframe is now or the financing will disappear. The 15 units will count towards bringing Westford's under 2% affordable housing closer to the state-mandated 10% threshold. The need for affordable housing in Westford is significant and such a project will allow individuals from varying incomes, physical challenges and background to either remain in Westford.</p>	Approved
<p><u>\$100,000</u>: Preserve and renovate the exterior of the Roudenbush Community Center, 65 Main St. (Roudenbush Community Center)</p> <p>These funds would be used to begin Roudenbush's \$1.4 million exterior renovation that entails the complete, historically accurate repair and preservation of the building. The RCC building was built in 1897 as the second Westford Academy. Roudenbush lies within the Westford Center Historic District that was listed on the National Register of Historic Places in 1998. Approximately 1,000 community education programs were offered by Roudenbush this past year, with more than 8,000 adults and children participating in them. The funds may be matched by the Massachusetts Historical Commission Foundation. Roudenbush also plans to pursue additional outside funding sources, including private fundraising.</p>	Approved
<p><u>\$84,000</u>: 3 tennis courts at the Stony Brook Middle School (Westford Recreation Commission)</p> <p>This funding allocation would allow three additional courts to be built along side the current two courts at the Stony Brook Middle School. The project includes site preparation, fencing, accessories, and court construction. The tennis programs in Town are oversubscribed and the Recreation</p>	Not approved

<p>Department cannot accommodate the number of children and adults wanting to play. The growth in the recreation tennis program, especially at the adult and middle school level has been from 200 to 400 participants. To run a tournament, five courts are needed.</p>	
<p><u>\$75,000:</u> Consulting and predevelopment site evaluation and testing for expansion of Senior Housing at Tadmuck Road to increase the number of affordable senior rental units to from 48 to 103 (Westford Housing Authority)</p> <p>There is presently a waiting list of over 60 elderly persons and veterans for senior housing in Westford. Federal and State funds will be used to build the additional housing on town-owned land on Tadmuck Road. The Community Preservation money will allow this minimum of a four-year project to begin. Westford will be able to provide our seniors with additional housing options and allow seniors to afford to stay in town. The 54 units will count towards bringing Westford's less than 2% affordable housing closer to the state-mandated 10% threshold.</p>	<p>Approved</p>
<p><u>\$63,097:</u> Historic Resources Reserve Account</p> <p>This is the balance of the mandated 10% to historic resources after the recommended \$100,000 for Roudenbush.</p>	<p>Approved</p>
<p><u>\$30,000:</u> Playground structure at Graniteville Park (Westford Recreation Commission)</p> <p>The existing wood structures on the current playground have deteriorated and have been recommended to be removed. Total project cost to replace the playground is estimated to be \$93,000. Once a structure is being replaced the entire play area must comply with the ADA. The plan calls for the creation of play modules that are age appropriate for children 2-3 years of age, and 5-12 years of age. The current site is heavily used during the day by young parents and preschool age participants, in the afternoon and weekends by older children while waiting for baseball/softball practice or a sibling to finish his or her game. There are also picnic facilities.</p>	<p>Not approved</p>
<p><u>\$2,500:</u> Community Preservation Committee operating expenses</p> <p>The Committee does not anticipate using the full amount requested, but needs operating funds for items such as future public hearings, notices, and duplication. Unused funds will be returned to the General Community Preservation fund.</p>	<p>Approved</p>
<p><u>\$124,000</u></p> <p>Excess funds to remain in the General Community Preservation Account for future savings and use.</p>	

Community Preservation Committee

The Community developed a website, www.westfordcpa.org, to keep the Town informed of the Committee's work and other Community Preservation issues.

The Community Preservation Committee would also like to thank the Town boards, officials, and employees for their valuable input. We would also like to recognize the valuable work of Cliff Rockwood, the Recreation representative and Committee treasurer, who resigned in November 2002.

Most importantly the Committee would like to thank the people of the Town of Westford for their passionate support and concern for our town and community.

Respectfully submitted,

Ingrid Nilsson

Bob Shaffer

2002-2003 Westford Community Preservation Committee Co-Chairs

CONSERVATION COMMISSION

The recent economic downturn continues to be reflected in a decrease in the filings, particularly for larger residential and commercial projects, with the Commission. However, the work of the Commission becomes more difficult each year as the effects resulting from rapid development continue to unfold. With more difficult economic times, there is increased pressure to depart from the sound practices necessary to protect natural resources, which are the fundamental health of a community. As a Town, we must be very careful that we do not sacrifice long term environmental health to short term expedencies.

The work by the Commission involves several types of review: (1) "Request for Determination", in which the Commission is asked to approve a surveyed plan showing wetland boundaries. (2) "Notice of Intent", meaning that an applicant has notified the Town of an intention to build a structure or any type of work in a wetland or the land around a wetland. (3) Emergency Certificate, when rebuilding a septic system or some other emergency work necessitates alteration of a wetland or nearby land on short notice. Statistically the work during 2002 included the following: 18 public hearings were opened for Requests for Determination, 58 public hearings were opened for Notices of Intent, and 26 Emergency Certificates were issued. In doing this, the Commission conducted 12 formal site visits, while agents William Turner and Robert Williams conducted hundreds of site visits in relation to many ongoing projects, as well as new proposals.

The Commission issued Enforcement Orders and fines totaling \$1,850.00 in relation to 6 violations of the State Wetlands Protection Act and local wetlands bylaw.

The most significant project reviewed and approved by the Commission was the 18 hole "Butter Brook Crossing" golf course proposed by Edward Kennedy on approximately 150 acres of land located at the southern boundary of the Town with Acton. Project approval conditions include strict requirements for integrated pest management and water usage so as to provide adequate protection to nearby wetlands and public and private water resources. Important safeguards for State listed species in the area, including the blue spotted salamander and Blanding's turtle are also included. By year's end the Commission had opened its hearing on another major project, the proposed Westford Technology Park West II office park, proposed to be more than 750,000 square feet of office space on over 70 acres located off Littleton and Powers Roads. Other notable projects reviewed and approved by the Commission in 2002 included the Town's proposed new highway garage located off North Street, the Freeman Bike Trail running along the old abandoned railroad near Acton Road, and the Hitchin' Post Greens II subdivision located at the end of Magnolia Drive.

In a continuing effort to address concerns about plant growth in Lake Nabbasset for residents living around the Lake, the Commission, the Selectmen and Nabbasset Lake Preservation Association jointly selected a consultant, Environmental Science Services of Wellesley to assess the problem and recommend a potential management plan, following DEP guidelines. The consultant recommended a three-foot drawdown as a way to potentially reduce nuisance plant growth, while also providing sufficient water level to protect the adjacent Shipley Swamp. After the Commission issued an Order of Conditions to allow for such a drawdown, including extensive monitoring requirements, a citizen's group appealed the permit, and the DEP Regional Office overturned the approval, disagreeing with the Town's consultant regarding the extent of the nuisance weed problem.

and whether the drawdown would have any positive benefit. DEP also had concerns regarding potential effects on Shipley Swamp.

The most significant violation of the year resulted from the accidental discharge of thousands of gallons of pig waste from property owned by William and Rita Connell to wetlands located along Dunstable Road. The wetlands acted as catchment areas for the waste and Highway Department personnel blocked a culvert under Dunstable Road preventing discharge of any waste to Long Sought For Pond. The Board of Health took immediate action to alleviate the hazard of the spill, and the Commission has worked cooperatively with that Board on this matter. Unfortunately, the spill and clean up efforts completely altered the wetlands areas. The Commission issued an Enforcement Order, requiring, among other things, that the wetlands be restored. The Connells have been cooperative in the face of this most unfortunate event, and have indicated to the Commission that expert consultants will develop such a restoration plan that can be implemented in 2003.

One of the year's most important accomplishments was the completed updates to Town's Open Space and Recreation Plan, a critical part of the Town's master planning activities. This plan is updated every five years, and in 2002 a Committee of citizen volunteers headed by Chairperson Margaret Wheeler of the Commission completed the updated document for submission to the State. Marian Harman, Kate Hollister and Christie Williams lead the efforts of other participants Beth Ahern, Nancy Dorenfeld, Sandra Habe, Ed Kettler, John Piekos, and Peter Severance. The Town received notification by the Executive Office of Environmental Affairs in July that the Plan had been approved. Many towns hire consulting firms to complete these Plans, so the completion of this important report which qualifies the Town for open space grant programs by this dedicated group at little cost to the Town is truly noteworthy, particularly in light of the commendation of the State reviewer of these plans, Jennifer Soper of the Division of Conservation Services, who indicated in her approval letter that "an outstanding job" had been done in completing the report.

One of the maps developed in the course of preparation of the plan is reproduced with this report. The map, entitled "Westford Open Space As Of Early 2000" depicts developed land and unprotected and protected open space at the turn of the millennium. The report may be reviewed at the Conservation Commission Office or Town Clerk's office at Town Hall or at the J.V. Fletcher Library.

A critical element in formulating the policies incorporated in this document was the Open Space & Recreation Survey completed in 1999. The diversity of comments received in the survey reflects the diversity of the Town's population, but the consistent finding is that the residents overwhelmingly perceive that it is very important to aggressively seek open space land acquisitions in order to protect critical resources, particularly water, while also maintaining a quality of life that includes opportunities for both active and passive outdoor recreation. This sentiment was reflected by Special Town Meeting's vote in November 2002 to set aside over \$1,000,000.00 of money raised through the Community Preservation Act for acquisition of open space.

2002 was a successful year for conservation land acquisitions. 10 parcels, comprising a total of 75.2 acres, were acquired. Most of this land, over 72 acres, was acquired through donations. 2.9 acres located off Monadnock Drive at Hildreth Hills were acquired from Keith and Barbara Kiberd of Sun City, Arizona for \$300.00. The most significant acquisition was three parcels associated with the "Beaver Brook Estates" subdivision, acquired by donation from Robert M. Hicks, Inc. Two of the

WESTFORD OPEN SPACE as of early 2000



parcels, comprising over 44 acres, are located directly in an identified habitat area of two endangered bird species, the American Bittern and Least Bittern. With the addition of these parcels, there is now over 400 acres of permanently protected land along the Beaver Brook marshes between the Littleton Town Line and Beaver Brook Road, an area that contains one of the richest concentrations of natural resources in the Town. Another important donation of 15.3 acres located north of the Water Tower at "Greystone Estates" was received from Guthall LLC, adding to and enhancing the existing 188 acres of conservation land in the area. The Commission would like to take this opportunity to thank these businesses and individuals for their generosity and cooperation in these important acquisitions.

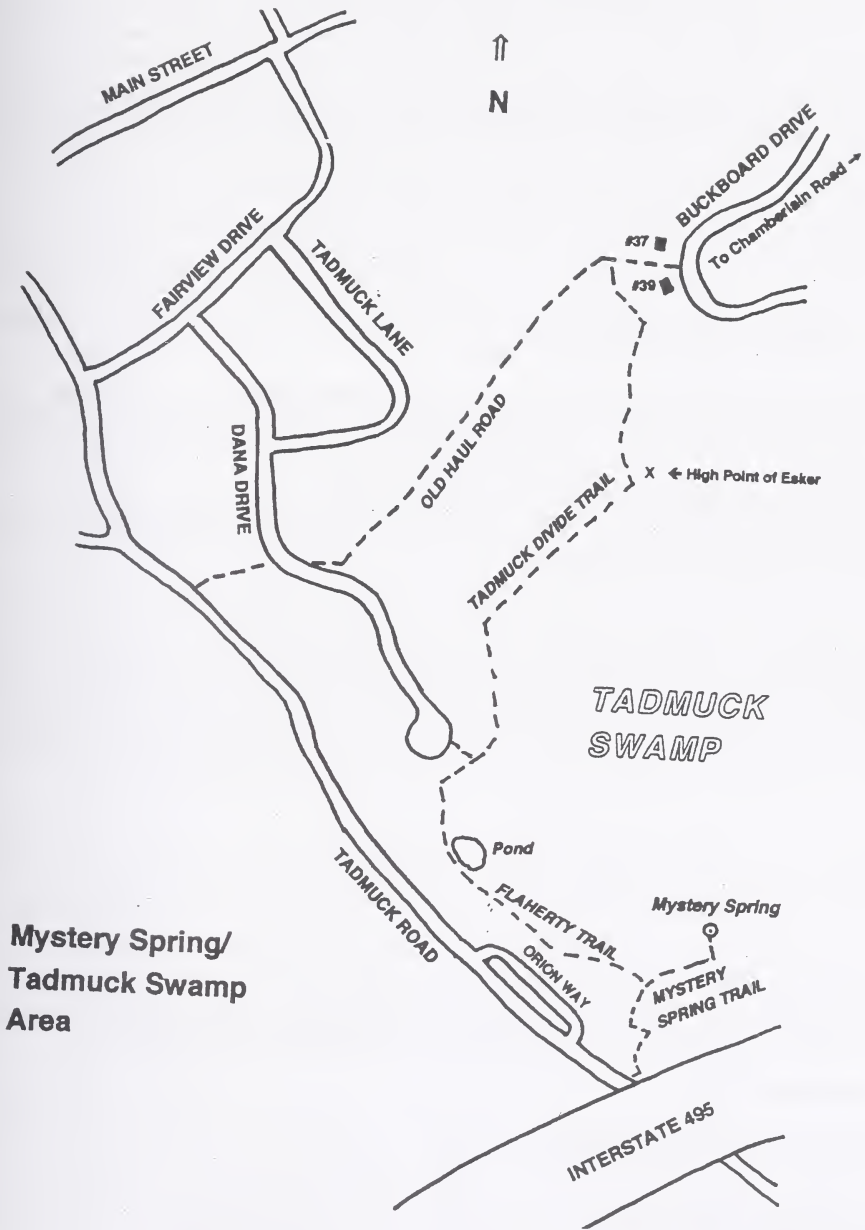
It was a very good year at the Town's Hill Orchard, which is under the care and custody of the Conservation Commission. As anyone who was fortunate enough to visit the Hill Orchard in 2002 knows, it was an excellent year for stone fruits, particularly the peaches. "Like liquefied sunshine" as one enthusiastic individual exclaimed. Anthony and Fenella Levick of Troy, New Hampshire continue to do an outstanding job of maintaining the orchard and farm stand located on Chamberlin and Hunt Roads for the Town. Pick your own apple activities, including tractor drawn carriage rides through the Orchard, were very popular. Improvements to the property included planting of new tree stock in the orchard, as well as installation of new doors and new wiring and lighting in the Farm Stand. The planting program included 141 trees in total, including 60 apple trees, 40 peach trees, with the remainder including nectarines, apricots, plums and pears.

If you would like to see pictures and more information about the Hill Orchard, please visit the website of the Levicks' own farm operation, Monadnock Berries, located in Troy, New Hampshire. The Web address is www.monadnockberries.com. There is a link to this site from the Conservation Commission's home page, which may be found at the Town's web site www.westford.mec.edu. The Hill Orchard is a key component in maintaining rural community character, which is a primary goal of the Town's Master Plan, and the Commission would like to thank the Levicks for their wonderful work in helping the community meet this goal.

One can get a measure of the strength of a community by the extent of the volunteer activity it demonstrates, and Westford is blessed with many outgoing individuals who give freely of their time and resources to assist others in every conceivable way.

The Commission wishes to extend its deepest thanks to one such group of individuals, the Westford Garden Club. In 2002 the Westford Garden Club donated funds to hire Laura Kuhn of Laura Kuhn Design Consultation to create a conceptual plan for restoration of the rose garden at the Slifer Conservation land. Laura, a Westford resident, in turn donated additional hours to complete the plan which will be completed in two phases by Nashoba Tech horticulture students under Instructor Harry Mohla, and by members of the Westford Garden Club. Students did weeding, raking, thinning and pruning in the garden and in the terraced stone walls, and the Garden Club will do the planting in 2003.

As always, the Westford Conservation Trust provided important trail development and maintenance activities on Town Conservation Land through its cooperative Stewardship Program with the Commission and our thanks go out to all those who take the time to keep an eye on town land and keep it tidy and attractive. The Commission would like to particularly thank: Land Stewards Dan and Peggy Bennett for their work in establishing a new loop trail on the Milot Conservation Land which is located next to Stony Brook at the Arch Bridge; Ryan and Drew Janoch and Peter Ewing for their



efforts in relocating a section of the Tom Paul Trail that had been flooded by beavers on the Scott Conservation Land on Cold Spring Road; Land Steward Jeff Diercks and Peter Ewing, who marked trails and installed a sign at the new Mystery Spring Woods Conservation Land area on Tadmuck Road near Route 495 (Please see the trail map labeled "Mystery Spring/Tadmuck Swamp Area elsewhere in this report); Peter Ewing for obtaining and installing a new sign on Cold Spring Road for the Arch Bridge/Russell Bird Sanctuary Conservation Lands; Joyce Molinari, Bill Harman, Bob Williams, Pete Mahler, and Kate Hollister for clearing trash and discarded household items from the Edwards Conservation Land on Williams Avenue and, last but not least Pete Mahler, Kate Hollister, Town Conservation Planner Bob Williams and Bobby Haigh of Bobby's Ranch for much needed repair and maintenance work on the heavily used trails around Nashoba Pond at the Emmet Conservation Land. We would also like to thank Modern Continental Co. for their generous donation of materials for completion of the Emmet Land trail project. Special thanks to members of the Conservation Trust Trail Steering Committee Peter Mahler, Kate Hollister and Tom Spuhler for their work in overseeing these projects.

Eagle Scout candidates have traditionally completed valuable outdoor projects for the community. The Commission would like to express its appreciation to three such Scouts who completed their projects in 2002: Robert Silva, whose project restored and improved the John Gagnon Nature Trail which is located next to the Norman E. Day School; Derek Lyman, who installed granite benches for development of an outdoor classroom at the Norman E. Day School; and Dan Caffrey whose project improved the access and parking area at the Grassy Pond Conservation Area on Plain Road.

Beyond their work on the Commission, members are active participants in other Town Committees and community organizations. Mary Trubey is a member of the Affordable Housing committee and Marilyn Frank is the Commission's representative on the Community Preservation Act Committee. Margaret Wheeler and Christie Williams worked on the Open Space and Recreation Plan Committee. Christie is also a member of the Commission's Land Acquisition subcommittee along with Pete Mahler and Bill Harman. Marilyn, Pete and Bill are also members of the Westford Conservation Trust. Pete also is a member of the Regional Recreation Trail Committee.

Bill Turner, our Conservation Administrator, continues to serve the Commission on all matters in an effective and exceedingly capable role. His diligence ensures the effectiveness of the laws and compliance with orders of conditions. Bill maintains the integrity of wetlands conservation.

If you are interested in more information about the Conservation Commission, Westford's conservation lands trails or wetlands and other natural resources, please visit the Commission's website, which can be accessed from the Town of Westford home page at <http://westford.mec.edu>, or the Westford Conservation Trust website at www.westfordconservationtrust.org

Respectfully submitted,

Westford Conservation Commission

Eric Fahle, Chairman
Christie Williams, Vice-Chair
Margaret Wheeler
William H. Harman III

Mary Trubey
Marilyn Frank
Peter Mahler

GROWTH MANAGEMENT STUDY COMMITTEE

The Growth Management Study Committee (Ad hoc) sponsored Article #50 at the Spring Town meeting this year. This Article made sweeping changes to the Growth Management Bylaw.

1.) 30 residential building permits was established as the maximum number of non exempt residential building permits that could be granted by the town in one calendar year. This change ended the use of so-called "formula" that established an on-going adjustable ceiling on the number of non-exempt residential building permits per year.

2.) Procedures were established for recording and awarding the reduced number of permits. The procedures require the building inspectors to record the date and number of permits issued.

3.) In addition, some exempt categories were expanded primarily with regard to construction related to affordable housing. Accessory dwellings were also exempted.

At this years spring town meeting, the town voted to accept Article #50 thus accepting the Committee's recommendations in full.. The Committee worked on this project for one solid year. Upon the submission and acceptance of these changes it was my understanding that the committee's life ended. We had a specific purpose, which was to improve and streamline the procedures related to the implementation of Article #30 passed the year prior.

This article imposed a limit of 30 building permits per year in the town of Westford. There were numerous residual issues that had to be resolved in the wake of the passage of the article. The Growth Management Study Committee was charged with addressing those issues. It did its job, greatly improving the entire growth management by-law. The life of the committee has come to an end.

Respectfully submitted,

Dennis Galvin, Chair

Sam Frank, Secretary

Bob McCusker, Chris Romeo, Bob Jeffries, Bob Shaffer , Jose Ramirez and Wade Fox.

HOUSING AUTHORITY

The Westford Housing Authority (established in 1971) is the local body responsible for the expenditure of State and Federal housing grants. We currently own and manage 73 units of housing for the elderly and disabled, 6 units of family rental housing and eight units of housing for people with mental illness. Our housing programs are subsidized and regulated by the Commonwealth and require no financial contribution from the Town.

A Board of Commissioners, four of whom are elected by the town for a five-year term and one who is appointed by the Governor, set policy for the Authority. The day-to-day activities are carried out by the Executive Director and her Staff. After 18 years as the Authority's Maintenance Foreman, Mr. Norman Savage retired in September. The Commissioners and the Executive Director wish to extend their sincere thanks and appreciation to Norm for his many years of hard work and dedication on behalf of the Authority.

Brookside Mill - Early in the year, the developer's proposal for the renovation of this mill shifted from home ownership to rental units, eliminating the three units the Housing Authority had planned to purchase. Although this was a disappointment, the Authority, recognizing the great need for affordable housing, continued to advocate for the conversion of this mill into housing units.

Community Preservation Act - At the Fall Town Meeting, residents awarded Two Hundred and Fifty Thousand Dollars (\$250,000) to provide fill for the Stony Brook Housing complex and \$75,000 for pre-development funding for the expansion of our Tadmuck Road elderly housing complex. The Authority is grateful to the Community Preservation Act Committee and the Westford residents who supported these affordable housing initiatives.

Tadmuck Road Expansion - Now that the Authority has access to pre-development funds to begin the expansion of our elderly housing complex at Tadmuck Road, we will begin the process in early 2003.

Stony Brook Housing - In December of 2002, the Commissioners unanimously designated Common Ground Development Corporation as the developer of 15 units of family rental housing at the Stony Brook Center. The Housing Authority, in conjunction with the Town of Westford, was chosen by the Massachusetts Housing Partnership and the Department of Housing and Community Development to receive an award of One Million Dollars in permanent financing for the construction of these units. This award will allow the project to move forward without delay with an anticipated completion date of spring 2004.

As we do every year, the Board and Staff of the Housing Authority wish to acknowledge and thank the many individuals, and service organizations of Westford who have given so much of their time and resources during 2002 to make the lives of our residents that much more enjoyable. This year we would like to particularly thank the Graniteville Pride Organization for their generous donation of a beautiful, wood gazebo to our elderly housing facility at the Sargent School in Graniteville. Thank you friends and neighbors.

Respectfully submitted
Carol Engel, Chair

MASTER PLAN IMPLEMENTATION COMMITTEE

The Master Plan Implementation Committee (MPIC) is charged with providing the framework for the implementation of Westford's Master Plan, especially considering:

- open space protection;
- controlling the rate, amount and type of growth; and
- paying for growth.

In 2002, MPIC focused its efforts on completing the reformatting work of the zoning bylaw, and beginning work compiling a status report on the implementation of Westford's Master Plan.

In November 2001, Special Town Meeting passed a reformatted zoning bylaw presented by MPIC and the Planning Board. In 2002 the Committee continued its efforts to generate bylaw cross-reference and background material, to support Town Meeting discussions and for community education. Much of this information was discussed at the 2002 Annual Town Meeting, where a petition article was filed to rescind the November 2001 vote. This article was defeated. In preparation for the November 2002 Special Town Meeting, the Committee compiled bylaw updates recommended by the Attorney General in the approval of the November 2001 vote. These updates were rolled into the bylaw, and the entire bylaw with these changes was voted on and approved by Town Meeting on November 12, 2002.

A major objective of the Master Plan is to make sure that it is used. It is intended to be used as a reference guide in policy and decision-making. The Committee is reviewing where Westford is in achieving the goals of the 1995 Master Plan, taking into account additional needs and issues facing the Town today. With this in mind, Committee members began interviewing all town departments and committees that have roles in implementing the Master Plan. Our goal is to present an update on the current implementation status of the Master Plan to the Town in 2003. We will also highlight the Master Plan goals that still need implementation.

The Master Plan Implementation Committee also has an active subcommittee working on zoning issues under the auspices of the Planning Board. Another subcommittee is tasked with developing potential Community Preservation projects.

The Committee was fortunate to have an infusion of several new members this year, while a few long-standing members moved to non-voting status or concluded their tenure on the Committee. We would like to recognize and thank these members – Mary Trubey, Sam Frank, Christie Williams, Betsy Pettit, and Paul Alphen – for the many years of hard work, especially recently in the tedious and meticulous work reformatting the zoning bylaw.

Respectfully submitted,

Ingrid Nilsson (co-chair)

Mike Green (co-chair)

Michael Bonenfant

Bill Bradley

Karen Cavanagh (non-voting)

Mary Caless

Laurie Cherry

Diane Holmes

Fred Palmer

Sam Frank (non-voting)

Andrea Peraner-Sweet

Bob Shaffer

Leslie Thomas

Veronica Whitehouse

Mary Trubey (non-voting)

PLANNING BOARD

2002 heralded some changes in Westford's Planning Department. The departure of both the Director of Land Use Management, Jeff Chelgren, and Town Planner, Eric Ekman, left some sizable shoes to be filled. Tom Mossdrop retired from the Planning Board in September and was replaced in November by Fred Palmer who also serves on the Master Plan Implementation Committee. Regardless of these changes the Board has continued to guide development in the Town to ensure that Westford retains its charming rural character in the face of continued growth.

Growth generally slowed in 2002 due to the combined effects of build out, the growth management bylaw and the economy. There remained significant follow up work from previous years' approvals ensuring that conditions relating to applications were met, and the continuation of some of the Town's ongoing projects such as the Stony Brook site, the Route 225 Connector Road and the Regional Recreation Trails.

Applications

The number of applications received for the year was down from previous years. The following is a summary of the number and types of applications received and their end of year status:

planning board application summary 2002					
Type	STATUS				TOTALS
	Approved	Denied	Withdrawn	Pending	
SENIOR RESIDENTIAL MULTIFAMILY DEV.	0	0	0	0	1
SITE PLAN	6	0	0	3	0
SPECIAL PERMIT (COMMON DRIVEWAY)	0	0	0	0	2
SP (EARTH REMOVAL)	6	0	6	0	0
SP (FLEXIBLE DEVELOPMENT)	6	0	6	0	0
SP (OPEN-SPACE RESIDENTIAL DEVELOPMENT)	1	0	0	0	1
SP (MAJOR COMMERCIAL PROJECT)	6	0	6	1	0
SP (MILL CONVERSION PROJECT)	6	0	6	0	0
SP (PUBLIC SHADE TREE REMOVAL)	6	0	0	0	0
SP (SCENIC ROAD)	1	0	0	0	0
SP (WATER RESOURCE PROTECTION)	2	0	0	0	0
SP (WIRELESS COMMUNICATIONS FACILITIES)	1	0	0	0	1
SUBDIVISION	1	1	6	1	0
SUBDIVISION, PRELIMINARY	2	0	0	0	2
SUBDIVISION APPROVAL NOT REQUIRED	16	0	0	0	16
Totals	32	1	0	9	42

Approvals Not Required constituted the majority of applications submitted to the Planning Department in 2002. Several major projects have been reviewed by the Planning Board including an 18 hole Golf Course and the proposed 725,000 square foot expansion of the office development at Westford Technology Park West Phase II. The review process for the Technology Park West Phase II and its associated special permits is currently ongoing.

In addition to these applications received there were several applications received in 2001 that were carried through to 2002. Amongst these were the open space residential application at Weetamoo II for 2 lots and the definitive application at Saint Augustine Drive for 10 lots. The new Highway Garage facility was also approved in 2002.

Respectfully submitted,

Planning Board

Peter Fletcher, Chair
Mike Green
Andrea Peraner-Sweet
Bob Shaffer
Fred Palmer

Tim Greenhill, Town Planner

ZONING BOARD OF APPEALS

The Zoning Board of Appeals (ZBA) is a quasi-judicial body of five members and two associate members, chartered under both State Law (Chapter 40A) and the Westford Zoning Bylaw. The Board is appointed by the Board of Selectmen, and acts in four primary areas:

- Variances (requests for exceptions to the provisions of the Westford Zoning Bylaw)
- Special Permits (requests that are allowed by the Zoning Bylaw, but which require special oversight)
- Appeals of decisions of the Building Commissioner
- Comprehensive Permits (State Law, Chapter 40B)

The Board normally meets monthly, and hears a variety of petitions. A total of 49 petitions were heard, some of which involved more than one type of request. The following table summarizes the Board's actions for the year 2002:

Type of Request	Disposition of Requests				
	Granted	Denied	Withdrawn	Continued to 2003	Total
Dimensional Variances	35	1	4	0	40
Use Variances	3	0	0	0	3
Special Permits	7	0	2	0	9
Appeals of Decisions	0	2	0	1	3
Comprehensive Permits	0	0	0	0	0
Total Requests	45	3	6	1	55

Most of the dimensional variances involved encroaching on the minimum setbacks from lot lines for the addition of living space, porches, and decks onto existing residences. Such variances may be granted when there is minimal impact to the abutters and to the neighborhood, and when there is no derogation from the intent of the Bylaw.

Three use variances were granted, the first to allow the continued operation of a kennel on Cold Spring Rd. in a residential zone, and the second to allow the construction of an extended stay hotel in Westford Technology Park. Westford is one of the few towns in the state that allow their ZBAs to grant use variances, and this power is exercised carefully and infrequently. Extensive conditions are attached to these decisions, to ensure that the scope of these projects is limited and to minimize the impact to abutters and neighborhoods.

The third use variance involved the controversial proposal of Omnipoint Holdings, Inc. to construct a cellular phone tower at 25 Keyes Road. The ZBA had previously denied a variance because the Town Bylaw prohibits this use in residential zone and because of strenuous neighborhood opposition. However, a Federal judge overruled the Town and ordered the issuance of the variance. The ZBA negotiated with Omnipoint to place several conditions on the project, including the use of "stealth" technology to lessen the visual impact of the tower. Most of the restrictions in the current Bylaw, such as a 300 ft. separation between towers and residences, were also included in the

conditions attached to the variance. We are also urging the Town to perform a cell tower site study to identify the optimal locations for any future such sites, to help avoid their placement in residential or other sensitive areas.

The proposal of Kindercare, Inc. to build a child care facility with a footprint of over 10,000 sq. ft. in a residential zone at 26 Carlisle Rd., has been in process and litigation with the Town for over two years. Current zoning restricts the size of such projects to 2,500 sq. ft. In December the Board upheld the Building Commissioner's denial of a building permit for this project. This proposal is already the subject of a court appeal of a previous Planning Board decision, and it would have been inappropriate to issue a building permit without knowing the outcome of that appeal.

Many of the special permits involved the construction of accessory dwelling units or conversion of existing spaces to this use. One special permit was granted for the construction of a golf course on Old Road, near Rtes. 27 and 225.

Under Chapter 40B of the State Law, developers may prepare housing plans which need not conform to local regulations (including zoning), provided at least 25% of the units constructed are affordable, as defined by State guidelines. The ZBA acts as the focal point for the Town in processing and negotiating these Comprehensive Permit applications. No applications were received in 2002, but two or more are expected in 2003.

This year saw major changes to the membership of the Board. Chairperson Ellen Doucette resigned upon accepting a position with Westford's Town Counsel firm. She had served on the Board since 1987, and her expertise in municipal law and her dispatch are greatly missed. Sam Frank became the new Chairman, Ron Johnson continued as Vice Chairman, Roger Hall moved from Associate Member to Member, and former Selectman Bob Herrmann was appointed as a new Associate Member.

Respectfully submitted,

Sam Frank, Chair

Members:

David Earl

Jay Enis

Sam Frank, Chair

Roger Hall

Robert Hermann, Associate Member

Ronald H. Johnson, Vice-Chair

H. James Kazeniac, Associate Member

BOARD OF HEALTH

In 2002, the Board of Health continued to address the health care and environmental issues that affect the residents of Westford. The range of services provided by the relatively small staff of the Board of Health is impressive. These services include the day to day inspections and reviews of food establishments, septic systems, recreational camps and public beaches to Health care clinics and educational programs.

This year, the Board continued to participate in beaver control management and monitoring of the West Nile Virus and Lyme Disease throughout town. In addition, the Board continued to work with other communities throughout the State in developing Bioterrorism preparation plans. The Board has played an important role in monitoring the cleanup of the Spalding Hill Farm pig slurry accident that happened in November and will continue to oversee the restoration work into 2003.

The Board of Health welcomed Todd Lobo in 2002 as a newly elected Board member. Also the Board welcomed Maureen Lee as Westford's new part-time food inspector.

Following the election of 2002, the Board of Health voted to reorganize as follows

Louis Ashley	Chairman
Zac Cataldo	Vice Chairman
Todd Lobo	Secretary
Joe Guthrie	Member
Kevin McCusker	Member

THE BOARD OF HEALTH WAS SUPPORTED BY THE FOLLOWING POSITIONS:

Sandy Collins	Director of Health Care Services
John Garside	Director of Environmental Services
Darren McCaughey	Assistant Director of Environmental Services
Laurie Lessard	Board of Health Senior Secretary
Sue Withers	Substance Abuse Services Coordinator
Tina Grosowsky	Tobacco Control Coordinator
Sue Rosa	Public Health Nurse
Maureen Lee	Food Inspector
Susan Cohen / Cindy Scammon	Registered Dental Hygienists
Michael Harrington	Animal Inspector
Judy Bassett	Animal Inspector
Sharon Aaron	Animal Inspector
Tim Whitcomb	Animal Inspector
Tracy Griffin	Department Secretary

HEALTH CARE SERVICES

Sandy Collins, R.N., B.S.N., DIRECTOR

The Westford Board of Health is dedicated to being proactive and preventative in addressing public health issues. We focus on providing the highest quality of health care and meeting the daily challenges of designing and delivering accessible health services to Westford residents.

In 2002, to respond to the threat of chemical or biological terrorism, we continued to develop an emergency plan for the health department. With little prior knowledge or past experience to consider, developing a strategy to respond to an event that was unthinkable a few years ago has been a daunting and time consuming project. When completed, we hope the plan will enable us to mobilize to counteract a bioterrorist act, an infectious disease outbreak such as a flu pandemic or a natural disaster.

As a member of the Massachusetts Bioterrorism Public Health Advisory Committee and the Local-State working committee, I exchange information with the Massachusetts Department of Public Health on issues that might affect our community if an event were to occur. This link is invaluable in formulating plans for Westford. Information received and planning efforts will continue to be coordinated with emergency management personnel.

In the area of tobacco control, we provided a number of tobacco education programs and activities to area schools and the community. We worked with area businesses and municipal departments to ensure adherence to our regulations. We performed periodic enforcement checks to ensure that minors cannot purchase tobacco products in Westford. Tina Grosowsky, our community coordinator, has done a great job providing enforcement and regularly contributes articles on tobacco-related topics to our area newspapers. Unfortunately, due to state budget cuts, in October we lost our tobacco grant funding, which we received during the past 10 years. We remain committed to continuing the enforcement and educational activities in Westford, which previously were covered under the grant.

Our Substance Abuse Services Coordinator, Sue Withers, provides substance abuse education and referral services to community residents. Through her dedication and commitment, the SafeHome program, an initiative that promotes a safe environment for youth and fosters communication and clear expectations, expanded to include over 430 families. In its third year, the Strengthening Families Program, designed to ease the transition to middle school while focusing on building stronger family connections, was a great success. We continued to provide public awareness campaigns, including Alcohol Awareness Month, in April and the Celebrate with Care promotion during the holidays. Many of these programs were made possible through collaboration with WASA, the Westford school system and the Westford Police Department.

This year our Smoke Free Health and Safety Day coincided with our Health Fair. In October, nearly 1500 people attended the event at the Abbot school. The day was filled with family activities that included a free barbecue, games, activities and prizes for everyone. In addition to these outdoor activities, we provided a Health Fair in the Abbot gym, which offered free health screenings, the services of over 40 health-care providers, and valuable preventative health information. Also in June, we co-sponsored with the Senior Center a mini health fair for the elderly at the Blanchard school.

We conducted a comprehensive educational campaign on skin cancer in the schools with area pediatricians, the recreation department, and area dermatologists. With services donated by local dermatologists, we held two skin screenings. We held poster contests and various educational lectures in the classrooms and at recreational camps. At the J.V. Fletcher Library during August, we setup a table to display information about the program and provided educational materials on skin cancer. Special thanks to Sue Rosa R.N., our dedicated, enthusiastic public health nurse and program coordinator, who reached over 3000 families through this program while continuing all her other varied clinical responsibilities for the Health Care Services division.

In cooperation with Emerson Hospital and area health care providers, we offered a number of health lectures. With the school department, we provided students information on various health topics including breast and testicular cancer, skin cancer prevention and germ control through proper hand washing. The Director of Health Care Services also serves as a member of the schools' Health Task Force Committee.

Three grants were obtained for the community in 2002 through the Health Care Services division. They included a \$1500 grant for a comprehensive Community Education program for skin cancer (Ban the Burn); \$1000 to provide substance abuse prevention resource cards and materials to the community and \$17,825 from the Massachusetts Department of Public Health for our tobacco control efforts. In addition, over \$1500 was donated through local organizations and businesses to provide our Health Fair.

The Board of Health continued to administer a dental program. Students in grades 2, 4, and 6 were offered a screening, cleaning, and fluoride treatment. Students in kindergarten and grades 1, 3, and 5 received a cleaning. Senior citizens were also given the opportunity to receive a free dental screening. Our excellent registered dental hygienists, Cindy Scammon and Susan Cohen, also worked with a number of schools to provide educational materials and programs for the students.

In pursuing our goal of immunizing all students against vaccine preventable illness, we provided Hepatitis B and Meningitis immunization clinics in the school. This greatly increased the participation rates and protection of our students. In addition, Westford's program was highlighted as a case study in a national kit produced by the company that produces the meningococcal vaccine.

Among the services offered to both residents and town employees were blood pressure, cholesterol, pap, and lead screenings. By appointment, we provided home visits, immunizations, and tuberculosis testing. We also provided a record number of flu and pneumonia shots at numerous clinics. As always, we continued to follow-up on all reports of communicable diseases. A complete listing of services is accessible and can be found on www.westford.com. Through our programs, we emphasize that primary and preventative care are the most effective means of reducing illness in Westford. As we approach the challenges of 2003, the Westford Board of Health will continue to provide core public health programs.

For the Board of Health, and for myself, I want to express my gratitude to the school nurses and administration, Council on Aging, town departments, local businesses and volunteers, area dentists and physicians, and Emerson Hospital for all of their help and support throughout the year. Our programs and services are stronger as a result of their assistance.

REPORTED COMMUNICABLE DISEASES

Chicken Pox	16
Salmonella	2
Group A strep	1
Giardia	4
Hepatitis B	6
Pertussis	2
Campylobacter	2
Lyme	22
E Coli 0157H	1
Hepatitis C	5
Animal Bites	12

Clinics

Flu Inoculations	2590
Pneumonia Inoculations	59
Tuberculosis testing	112
Immunizations (Td, MMR)	255
Hepatitis B Inoculations	390
Hypertension Screenings	759
Home Visits	81
Lead Screening	19
Cholesterol Screening	54
Well Child Clinic	9
Pap Smear Clinic	1
Skin Cancer Screening	21

DENTAL PROGRAM

Total # of students in program 384 Total # of exams 295 Total # of cleanings/ fluoride treatments 89

TOTAL # of Referrals:

Caries 47	Orthodontics 68	Sealants 72
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TOTAL by class

Kindergarten	86	4 th grade	26
1 st grade	96	5 th grade	43
2 nd grade	45	6 th grade	18
3 rd grade	115		

HEALTH FAIR STATISTICS

Total Attendees 350

Cholesterol/Lipid Profile	121	Blood Sugar	120
Skin Cancer	108	Podiatry	55
Colorectal	72	Chiropractic	75
Body Fat	100	Pulmonary Function	89
Vision/Glaucoma	105	Hearing	35
Blood Pressure	103		

ENVIRONMENTAL SERVICES

JOHN R. GARSIDE, RS, CHO, DIRECTOR

This year we saw significant developments in environmental health. From a personnel standpoint, Pam Ross-Kung resigned as part-time sanitary food inspector after many years of providing invaluable salaried and consulting services to the town. Pam will be missed. We are however very pleased with the capabilities and talents of her replacement, Mrs. Maureen Lee, who started with us in November.

The Board reviewed and permitted several new food establishments this year. Some of the notable ones were Zia's Trattoria, Westford Grille, Wendy's, Nashoba Tubing Lodge, and The Pines Bed & Breakfast. Again this year we had notable fair-type events that required special attention due to their temporary nature. These included the Lions Club Carnival, 4-H fair, and the Chocolate Sundae Festival.

Also this year three homeowners received loans to upgrade their septic systems through the town's septic loan program. This program allows qualified homeowners to borrow money from the town and pay it back through a property tax betterment. The last of the available loan monies were committed to a family in August and the state has chosen not to continue funding this program, so the town will no longer be able to provide this type of assistance.

The Board in conjunction with the Massachusetts Department of Public Health conducted West Nile Virus surveillance again this year. The Board, through its animal inspectors collected suspect dead birds and arranged for analysis at the MDPH State Laboratory. None of the birds tested were found to be positive for West Nile Virus. This year however, only crows and blue jays were candidates for testing. Many abutting communities did again have birds test positive for West Nile Virus. Therefore, West Nile Virus is now considered endemic throughout Eastern and Central Massachusetts.

Throughout the year the Board has worked with consultants and the Town Manager's office to remediate beaver activity and damage on town owned properties when health or safety is threatened. In addition to town owned/effectuated property, we performed many site inspections in response to beaver complaints and issued several emergency beaver management permits to private property owners when a threat to health or safety exists. Beavers are expected to be an ongoing issue in the coming year.

The Board continues to inspect, permit, and monitor water quality at our town beaches, recreational camps, and semi-public swimming pools. All the recreational waters that the Board samples were within the acceptable limits set by the Massachusetts Department of Public Health.

Again this year, the Board has been very active and thorough in their review and inspection of residential subdivisions, site-plan reviews, special permit applications, zoning board of appeals applications and hazardous material storage. The Crisafulli and Miller schools opened this year, which required many site inspections and considerable plan review. Additionally, a wastewater treatment plant to serve the Abbot School and the town owned buildings in the center was approved and construction commenced.

At the Annual Town Meeting the Board acquired the ability to assess non-criminal citations for many of its regulations. The Board of Health regulations that non-criminal disposition was approved for were Nuisance, Stabling, Piggeries, Site Assignment, Housing, Recreational Camps, Swimming Pools, Bathing Beaches, Food Code, Sewage Disposal, Hazardous Wastes, Air Quality, and Water Supply. At the Fall Town Meeting the Board's Hazardous Material Control Bylaw was revised. The goal of these revisions was to further define the prohibitions, exemptions, and compliance options.

On November 11, 2002, an estimated 15,000 gallons of a pig manure slurry from a composting operation was discharged from the Spalding Hill Farm down the eastern slope of the farm's property towards Dunstable Road. The terminus of this spill was Dunstable Road. At the time of this writing, the monitoring and restoration efforts are ongoing. To date, Long Sought For Pond and the private drinking water wells in the area have shown no effects from the spill.

ANIMAL HEALTH INSPECTOR

Chief Animal Health Inspector

Michael E. Harrington

ASST. ANIMAL HEALTH INSPECTORS

Sharon Aaron

Tim Whitcomb

Animal Health Inspectors are responsible for the Issuance of Quarantines for animal bites, the submission of suspected rabid or diseased animals to Massachusetts Dept. of Public Health for testing, and Barn and Kennel Inspections. The Animal Inspectors work directly with John Garside, Director of Environmental Services, Westford Board of Health to help prevent the possibilities of infectious diseases.

2002 proved to be an extremely busy year regarding the reporting and collection of dead birds for the West Nile Virus surveillance program. This morbidity/mortality information helps make it possible to identify what areas in town had been affected so that preventive measures could be taken.

PERMIT & SERVICES RECEIPTS

TYPE OF PERMIT ISSUED	AMOUNT RECEIVED
Septic Disposal Works (Septic) Permits	\$ 11,400
Installer's Permits	4,450
Hauler's Permits	1,000
Food Service Permits	16,900
Frozen Dessert Permits	700
Pump Permits	720
Well Permits	1620
Beach Permits	950
Pool Permits	350
Stabling/Piggery Permits	280
Camping/Hotel/Motel	700
Soil Evaluation/Percolation Testing	12,500
Tanning Permits	300
Tobacco Sales Permits	1,550
Massage	<u>1,230</u>
	\$54,650

ADDITIONAL RECEIPTS	AMOUNT RECEIVED
Cholesterol Screenings	500
Immunizations	5,636
Lead Testing	94
Dental Screening	<u>425</u>
	\$6655

COUNCIL ON AGING

CAMERON SENIOR CENTER

The Westford Council on Aging is located at the ADA handicap accessible former Cameron School, 20 Pleasant Street, now named the Cameron Senior Center. If you have not had the occasion to visit us, please drop in. We opened our doors in June 1994.

Purpose

The Council on Aging (COA) was established on March 11, 1967, pursuant to Chapter 40, section 8B of Massachusetts General Laws, to provide services, advocacy and information to improve the quality of life for all Westford residents who are 60 years of age and older. The COA is appointed by the Board of Selectmen and works under the guidelines of the Executive Office of Elder Affairs.

Mission

The mission of the Westford COA is to promote the physical, emotional, and economic well being of older adults, and to promote their participation in all aspects of community life.

Facility

The Cameron Senior Center is a community focal point where older adults come together for services and activities that reflect their experience and skills, respond to their diverse needs and interests, enhance their dignity, support their independence, and encourage their involvement in and with the center and community. Cameron is shared by the entire community for human service needs. The eight-classroom facility is supervised, scheduled and maintained by the Director of Elder Services. The COA moved into Cameron on June 23, 1994. The Veterans Agent is now located at Cameron.

Staffing

The Council on Aging received the resignation of members Eugene Jungbluth in February and Dorothy Hall in December. We thank them both for their service. Rita Boisvert and Kathy Mull left their positions with the town this year and we wish them well.

Council on Aging Town supported employees are: a full-time Elder Services Director, a part-time Outreach Worker and a part-time Social Worker. Joanne Sheehan completed her tenth year as Elder Services Director. Rita Jarvis is in her first year as Outreach Worker. Judy Ramirez, our Licensed Clinical Social Worker, has made a major impact on assisting elders at risk while in her second year. Patricia Szymkowski has joined our staff full time as the receptionist in July. The Friends of the Cameron Senior Center, Inc. fund this position and a Formula Grant pays for the benefits.

Kathy Mull was the Coordinator of the Adult Supportive Day Care Program, located at 65 Tadmuck Rd. Carolyn Harlow is the Certified Activities Coordinator at the Adult Supportive Day Care. John Fanning performs the maintenance at the Adult Supportive Day Care. Mary D'Eon provides transportation for the Adult Supportive Day Care Program.

The Senior Center has five part-time employees supported by the Town. Gene Salovitch, Custodian and maintenance person, has taken Cameron into his capable hands and done an outstanding job. Marjorie Hunter is in her eighth year on our staff as the Registrar. Marjorie is a tremendous asset offering word processing along with bank deposits, program registrations and coordination of various activities. We thank Marjorie Hunter for managing the White House Greeting Program. Miriam O'Connell joined our team in 1997 as the afternoon Registrar. Miriam, a former volunteer, assists with accounts payable, word processing and whatever is asked of her. Gertrude Membrino, a five year volunteer, has complimented our Clerical/Registration staff with coverage of the front desk. Christine Irvine completed her third year as Administrative Assistant and has made a major impact with all that she does. Eugene Jungbluth, Lead Van Driver, continues data entry responsibilities needed for the Executive Office of Elder Affairs and is funded from the Elder Service Corp. Volunteer Program. Marie Lawrence is the Manager of the Merrimack Valley Nutrition Program. Pam Ricard is the Assistant Site Manager for the congregate lunch program. Richard Bennett is in his sixth year as the nutrition assistant and performs various tasks for the center, which are funded by a Formula Grant. Mary Sudak, our Senior Meals on Wheels driver, continues to do a terrific job delivering hot lunches and as our evening Supervisor. Alison Morse is a Meals on Wheels driver. Our Senior Companion Program is federally funded by Community Teamwork, Inc. and provides us with the service of Ena Hopkins, Margaret Tebbetts and Millie DeMattia. Senior Companions do a fine job visiting and communicating with homebound elders in Westford. These ladies are a vital link to the community for the many people they serve.

Foster Grandparents provide services to children in the Westford schools. Our two Foster Grandparents are Irene Diette and Mary Nugent. Twelve elders donated hours to the Retired Senior Volunteer Program, serving Westford Rehabilitation and Nursing Center, Cameron Senior Center and the Chelmsford Senior Center. The RSVP volunteers are: Aimee Gervais, Dick Severyn, Monique Brule, Juliette George, Margaret Lynady, Helen Holt, Kay Teague, Thelma Zielinski, Helen Brickett, Joanne Whitney, Phyllis Duggan and Francis O'Malley.

Adult Supportive Day Care

The Adult Supportive Day Care Program opened in February of 2001 and completed its first year in 2002. Kathy Mull as the Coordinator of the Program, and Carolyn Harlow is the Activities Coordinator. Kathy is a former Director of a Council on Aging and an Outreach Worker, and Carolyn has been the Director of a Social Day Program and an activities director at several local nursing facilities.

Provider Contracts were continued with Elder Services of Merrimack Valley and Minuteman Senior Services of Burlington. These contracts allow us to provide services to home care clients in both of their provider areas. Westford C.O.A.'s Adult Supportive Day Care is also a member of Massachusetts Adult Day Services. We follow Standards and Guidelines as set forth by the National Council on Aging and the National Adult Day Services Association for Core Services. All Staff members and volunteers are CORI checked (criminal background check). Key staff and volunteers are trained in CPR/defibrillation. We have a Certified Activities Coordinator.

The Adult Supportive Day Care Program operates out of the Westford Housing Authority's Felix Perrault Community Room at 65 Tadmuck Road. The program is open three days per week, Mondays, Tuesdays, and Thursdays from 8:30 a.m. to 4 p.m. Those elders needing transportation are brought to Tadmuck by the Council on Aging van.

Our program provides frail or isolated elders a social program in a safe “home away from home” environment. One of our goals is to provide our elders with interesting and fulfilling activities that promote dignity and self worth, confidence, socialization, and stimulation. Our program provides a place where the elders we serve come to a comfortable atmosphere where they can maintain their independence, make new friends, and remain active.

An average day consists of morning coffee and snack, followed by current events both local and national, and then discussion. Then we have chair exercises and warm up followed by a game, craft, word games, and/or an individualized activity. A hot lunch is then provided by Merrimack Valley Nutrition Program. After lunch is more quiet time with games, word search, or a musical program. Mid afternoon we have a snack then games such as bowling, golf, horseshoes, etc. We have monthly birthday celebrations, special holiday and seasonal celebrations. We have participated in the Council on Aging’s special dinners, such as the “Gay Nineties”. One of our best times this year was our second “Annual BBQ”.

Several intakes were done in the past year, with twenty-one elders considered appropriate for the program. Some of our elders come for one day, some for two or all three. We also offer half-day programs with lunch if needed. We are striving an average of thirteen core clients per day. Those that have left the program have done so because of illness, moving out of state, or need for placement in a skilled nursing facility. We have also referred some elder clients that needed more medically monitored day care to other “adult day health” programs.

We also work closely with the Council on Aging Social Worker, Judy Ramirez, to assist our clients and their families with other needs that may be needed at home.

This past year we have been fortunate to have a wonderful group of volunteers come forward to assist us. We have had volunteers from the Tadmuck housing complex, the tax-relief program, students doing community service for their churches and schools, and numerous residents who offer their services, such as musicians and singers. Some have provided program materials such as games, crafts supplies, etc. We are extremely grateful for all their support throughout this past year.

We want to thank the following people for their hard work this year and for their continued support: Joanne Sheehan and her staff at the Cameron Senior Center, The Westford Council on Aging Board of Directors, the Friends of Cameron Senior Center, the Westford Housing Authority, Elder Services of Merrimack Valley, Minuteman Senior Services, Merrimack Valley Nutrition Program, the Executive Office of Elder Affairs, and the Westford Fire Department. We thank the Selectmen and all those at Town Hall who has supported this most worthwhile program.

Anyone interested in our program or volunteer opportunities, please call the Adult Supportive Day Care at (978) 692-0803 or Joanne Sheehan at (978) 692-5523. We offer free trial days for any interested elders or their family members.

TRANSPORTATION

Van service provides transportation for the elderly and disabled to meet their obligations for keeping medical, nutritional, social, shopping and other appointments. The service operates within Westford and surrounding towns including Chelmsford, Lowell, Concord, Burlington, Billerica, Carlisle, Groton and Acton. Funding began in January 1998. Two vans covered a combined 36, 915 miles, an increase of 15.7% relative to the year 2001. Van 1, owned by the Lowell Regional Transit

Authority but operated by the Cameron Senior Center, transported 120 people for 510 medical appointments, 881 nutritional, 1254 social, 296 shopping and 2745 other appointments. Van 2, owned by the Town, serviced the Adult Supportive Day Care Program at Tadmuck Housing. This van operates on a three-day-per-week schedule and covered 8690 miles, an increase of 44% relative to last year.

SENIOR SOCIAL SERVICES

Judy Ramirez, L.I.C.S.W., has been working as the Social Worker for the Westford Council on Aging for two years. This position fills a broad range of needs for our many active and not-so-active seniors. While visiting seniors in their homes and at the Senior Center, the Social Worker is available to assess and provide referrals for in-home services, area agencies, assisted living facilities, Day Programs and other referrals as needed. Judy also provides emergency crisis intervention within the community with a confidential and compassionate approach.

Our senior population continues to grow, and, with the increase in numbers, further needs have arisen. Along with contacts with the town's seniors, Judy has been working with families in and out of the area to try to ensure that their family members who live in town are able to remain in a comfortable, stable environment. As in the previous year, Senior Social Services have involved partnerships with other town departments in order to provide services to the elders in this community. These collaborations include the Police, Fire, Board of Health, Town Manager's office, Housing and Environmental services. In addition to relationships within the local community, the Social Worker is continually working closely with area agencies and with Elder Services of the Merrimack Valley to ensure necessary services.

Our relocation support group "From Perennials to Annuals in the Garden of Life" continues to meet monthly. The group began almost two years ago for seniors who have relocated and moved in with family members, and offers help and support for those whose "roots" have been transplanted. The group expanded this year and continues to encourage and welcome new members. We celebrated our first anniversary earlier in the year with a luncheon at a local restaurant. The members are a lively, wonderful, active group of people who are anxious to share their extensive experiences.

"Celebrate Seniors and their Families" was an information and wellness promotion fair, which was held on June 1st at the Blanchard Middle School. Many of the town's seniors and their families participated in this event and submitted positive evaluations. The committee for this event included Judy Ramirez, Dorothy Hall, Christine Irvine, Rita Jarvis, Rose Marie Koester and Veronica Whitehouse.

More than 1300 phone contacts were made, there were 257 home visits and over 125 office visits during 2002. We hope to continue to provide quality service to our seniors and their families in 2003. Judy can be reached at the Cameron Senior Center for requests or appointments.

Advocacy

One of the primary functions of the COA is to assist elders with problems, questions and difficult situations. The Council has an Elder Services Director, Social Worker, Outreach Worker and volunteers who can provide assistance, information and referral services to elders needing help with

prescription drugs, social security, insurance, housing, public assistance, nutrition, transportation, financial counseling, fuel assistance, etc. Advocacy may be obtained by calling or visiting Cameron Senior Center. Home visits may be arranged by appointment. A Cameron Senior Center brochure was published by the Council on Aging in 1998 and is available free of charge to all that request one. A monthly newsletter is produced for all Westford households in which a senior resides. Please call us at 692-5523 to receive yours.

Rita Jarvis started as Outreach Worker for the Town of Westford in the summer of 2002. She enjoys the job of advocating for the elderly. She stops in to assess situations and provide information and referrals for additional services.

Rita works 20 hours a week: Tuesday, Wednesday, and Thursday. Her day begins at the Cameron Senior Center, where she answers calls and works on her schedule. Some seniors just want a phone call. She assists between four and five seniors a day. If she receives any questions she cannot answer, she reports them to the Council on Aging Social Worker, Judy Ramirez.

SHINE

Dorothy Hall completed her eighth year as a certified SHINE Counselor (Serving the Health Insurance Needs of the Elderly). In this role she helps Medicare beneficiaries of all ages compare various insurance options and benefits. As a counselor she explains how Medicare works with other insurances such as Medigap and Health Maintenance Organizations, reviews current coverage, provides a comparisons of plans, starts appeals if necessary, and protects individuals from paying bills they should not pay, as well as helping individuals fill out insurance claims forms and public benefits applications also.

This year, 2002, she made 288 one-on-one contacts to 101 individuals, plus consultations by phone too numerous to count. The intent is to determine the most relevant plan for the individual while considering the most cost-effective one for the senior. In the past, Medigap policies that supplemented Medicare became too expensive for seniors on fixed incomes. This year we have seen Health Maintenance Organizations raising rates so substantially that now even the HMO's are prohibitive for some. Coupled with the rate increases is the fact that local physicians and other health care providers have severed their contracts with the HMO's leaving limited affordable access to health care for our low-income seniors.

One saving grace this year was the Prescription Advantage Program which was initiated by the State of Massachusetts this past April. All seniors 65 and over, as well as the disabled under 65 are eligible. This program is an Insurance Program, not an Entitlement Program, and is subject to deductibles and co-payments with a graduated monthly premium for all those whose household income exceeds \$16, 152 for a single, and \$21, 828 for a couple. Many seniors have requested applications to file for this program, which in turn could supplement a non-drug Medigap policy. Statewide, over 50,000 individuals are now part of this program.

MONEY MANAGEMENT

In 1995, Money Manager Lynne Gill is certified and trained as a volunteer to provide free service to assist low-income elders who are having difficulty writing checks and managing their money. Money managers are bonded and can be used as a bill-payer or as a "representative payee" service.

Her job as a money management volunteer is to set up a workable budget for her clients and to serve as a bill-payer, writing checks for clients physically unable to do so. In 2002, Lynne had four clients - two legally blind with several other health issues, a third widowed and housebound with Parkinson's and arthritis, and a fourth (new in 2002) needing help budgeting and organizing bills. At their first meeting, it is determined how often they need to meet - weekly, monthly, or somewhere in between, depending on their needs.

A filing system is set up for paid bills and to make sure clients have a secure place to keep all unpaid bills so they can be located at each visit. If a client needs to file for taxes, she sorts out the bills and other papers with tax impact, though she is not a tax preparer.

In addition to writing checks for their signatures, she addresses envelopes when necessary, sorts their mail, reads to those who are sight impaired, and discards the ever-present junk mail. She has been able to intercede with creditors to get clients on a workable payment plan; has applied for tax exemption or deferment when applicable; worked with MA Health and SHINE counselors on behalf of clients; helped clients qualify for help with heating bills and for reduced phone, cable, and electric bills. A new problem this year was unauthorized debits from two clients' bank accounts stemming from fast-talking telemarketers who seem to prey on elders - in one case, the debiting company, when contacted at the phone number listed on the bank statement, agreed to credit the account, but because there was no phone number provided in the second case, the client was advised to change her bank account to prevent further debits.

After the bill paying is concluded, Lynne usually stays for a short visit and talks with them about their lives and families - the best part of her "job" as a money management volunteer.

TAX COUNSELING continued to be provided to the elders in Westford by the dedicated volunteer Hal Schreiber. Working with AARP, this program will continue under the direction of Hal Schreiber.

Tax Program

For the fourth year Dorothy Hall volunteered to coordinate two tax relief programs for Westford's elderly:

The Council on Aging administers the SENIOR TAX WORK PROGRAM for the Selectmen. Again, 25 were assigned to work with a Town Department to complete 100 hours for a \$600 rebate on the FY '02 Real Estate Tax Bill and a \$750 rebate on the FY '03 bill. The list requesting assignment is growing each year as the Real Estate Taxes escalate. This program is not income-based and open to all 60 and over. The one stipulation is that each senior must agree to work out a compatible arrangement about his or her time and duties with the department head to which assigned.

The **TREAD Program** (**T**ax **R**elief for the **E**lderly **A**nd **D**isabled) is dependent on household incomes of the applicant(s). For FY '03 our fund was approximately \$8200, which was due in part to one generous donation of \$5000. The number of applicants increased this year and after careful review of 21 applications, approximately \$6200 was awarded for stipends ranging from \$300-500 toward their third quarter tax bill. The remaining money remains in an interest-bearing account to be used toward next year's awards. Since the TREAD Program is entirely dependent on the generosity of

individuals and local businesses, an appeal is again being made for money to fund the FY '04 program. It is imperative that we help our seniors over 65 and the disabled under 65 to maintain their independence in their long time residences in Westford. Tax-deductible donations can be made at any time by check, payable to the Town of Westford and designated for the TREAD Program.

Westford Community Food Pantry

The Food Pantry is housed at the Senior Center and is available to all Westford residents. The pantry relies on a dedicated group of volunteers for all services including the delivery of groceries to homebound. Thanks for the hard work of volunteers: Suzanne Zimmerman, Mary Gallant, Patricia Stacey, Grace Basner, Tom Fletcher, Pat Gallo, Linda Maguire, Annette Cerullo, Elwin Bagley, Chuck VanLandeghem, Linda Newhard, Antoinette Cairns, Hazel Evans, Joseph Payne, Lucien Lamy, Chet Sienkiewicz, Dick Severyn, Don Moncreaff, John Fanning, The Wu Family and Cy Pipan. The Kiwanis, along with local businesses and residents, have given tremendous support to the Food Pantry. A Project Bread Grant was approved to continue to meet the Pantry's increased demand. Thank you to all of the volunteers who pick up and deliver the donated food, along with the staff that continues to pitch in wherever needed. USDA food continues to be available to Westford through the efforts of Representative Geoff Hall and is available monthly to the income eligible. We are most grateful for the cooperation of the school department providing the lift truck and the monthly services of Richard Crocker, Raymond Ricard, Kurt Franz, Keith Flanagan and Glen Stewart to pick up the food in Lowell for us. United Way Funds were awarded in 2002 to provide elders with an extra bag of groceries.

GRANTS

Formula Grant funding from the Executive Office of Elder Affairs has provided us with funds for health benefits for one of our employees, along with a nutrition assistant. A \$1 a year lease was continued with the Lowell Regional Transit Authority to provide the Council with a van to transport elderly and disabled. A state grant was used to install pedestrian accessible restroom doors at the Senior Center and Adult Supportive Day Care. We also received semi-emergency funds for caretakers provided by E.S.M.V. and E.O.E.A. funds for Adult Supportive Day Care. A Title III Grant was used for emergency assistance funding, and a Project Bread Grant provided funding for the food pantry. The Women's Club gave us funding for grab bar installation in homes.

Respite & Companion Care

The respite and companion care program provides supervisory care and attention to isolated and/or convalescent elders to allow the caretaker a time of relief from daily routine. The fee is \$8 per hour with a maximum of \$125 per day. Call 978-251-8491 for more information.

LEGAL SERVICES

The COA can refer you for assistance with legal issues such as consumer protection, evictions, food stamps and other similar problems. Attorney Leslie Madge, along with other attorneys, provides a free private consultation on all matters with Westford seniors on a bi-monthly basis at Cameron. For a confidential appointment call 978-692-5523.

REFERRAL

The Elder Service Director and Licensed Clinical Social Worker can assist elders and their families in referring them to services offered through the COA. Such referrals can include:

- Home Care Services: to assist older adults to remain in their own home. Eligibility guidelines are based on age, need and financial circumstances. Services include: case management, chores, emergency shelter, homemaker, home health aide, personal care and protective services.
- Adult Supportive Day Care: Includes adult day health and supportive day care.
- Alcohol Treatment
- Alzheimer's Disease
- Suicide Prevention
- Nursing Home Placement
- Hospice Programs
- Parkinson Support Group
- Bereavement Support Group
- Consumer Credit Counseling
- Relocation Support Group "Annuals to Perennials"

HUMAN SERVICES

The following human service programs may be accessed through the Director of Elder Services and the L.I.C.S.W. for the entire community:

- Fuel Assistance
- Food Pantry
- Government Surplus Food
- Holiday Baskets
- Respite and Companion Care
- File of Life
- Medical Equipment Loan
- Money Management
- Pharmacy Assistance
- Eldercare Fund
- Tax Work Program
- Transportation
- Thrift Shop
- Tax Relief for the Elderly and Disabled (TREAD)
- Reassurance Call

NUTRITION

The COA sponsors the following programs:

- Congregate Meals: congregate meals are available five days a week at the Cameron Senior Center. The donation is \$2.00 per meal, and you must call two days in advance. The number for the Merrimack Valley Nutrition Program is 692-4480, 10AM-1PM.
- Home Delivered Meals: This program is federally funded to provide hot meals, five days a week, to elder Westford residents who are homebound. A limited number of weekend frozen

meals are available. Donation is \$2.00 per meal; call 1-888-820-5423 for more information and referral.

- Food Pantry: no requirements to be met to receive food. The sole purpose is to help any family or single person in need. Food Pantry hours for pick-up are the 3rd Monday 1-3:30 PM, 3rd Wednesday & 3rd Thursday 8:30-11:30 AM.
- Holiday food baskets are provided to eligible seniors and community members through the generous support of St. Catherine's, Westford Police Association and many local businesses, residents, churches and youth groups.
- The Kiwanis hosted two cookouts for seniors at the Cameron Senior Center and entertainment was provided.
- American Legion Post 159 and the Firefighters Auxiliary hosted a ham & bean supper at the Franco American Club.
- A cookout was generously hosted by Senator Panagiotakos and State Representative Geoff Hall at Cameron, with entertainment provided.
- Jim Geraghty Family & Friends hosted a turkey dinner for seniors at Thanksgiving for a fourth year with cooperation from the School Department.
- The Friends of the Cameron Senior Center provided a noontime cookout at Cameron in celebration of Independence Day.

Health

The following health services are available to Westford elders:

- Adult Maintenance Clinic: 2nd Tuesday of every month at Roudenbush Community Center.
- File of Life Kits: available from the Senior Center and funded by the Council on Aging.
- Well Elder Clinic: sponsored by the Lowell Visiting Nurse Association at elderly housing on the 2nd Wednesday of the month from 2-4 PM and Cameron on the 4th Wednesday of the month from 8-10 AM.
- Flu and Pneumonia Vaccines: available in the Fall.
- Hearing Tests: available the 2nd Tuesday of every month at Roudenbush.
- Podiatry Clinic
- Medical Equipment: the Senior Center has available for borrow such items as wheelchairs, walkers, commodes, canes, crutches, hospital beds, etc.
- SHINE Counseling
- Respite and Companion Care

CAMERON SENIOR CENTER ACTIVITIES

The Senior Center offers the following:

- Speakers: guest speakers address topics such as the health care proxy, insurance, financial planning, estate planning, homestead act, fitness, etc.
- Activities: bridge, bingo, ceramics, crafts, chorus, pool tables, knitting, whist, country line dancing, train club, library, drop-ins and other similar activities on an on-going basis.
- Instruction is on going in the areas of: computers, aerobics, art media, strength training, investments, T'ai Chi, and handcrafts.
- Support Groups: the Center offers support groups and referrals throughout the year in areas such as Alzheimer's disease, Parkinson's, Bereavement, Caregiver Support and Relocation.

- Trips: the COA supported eight trips this year to museums, theaters, casinos and shows along with special events, luncheons, socials, evening hours and such activities as the Walk for Elders.
- Drop-In Center: the Center is open and staffed Monday through Friday from 8 AM-4 PM for people who care to drop in and visit. Cameron is open for activities on Thursdays 6:30-9:30 PM.
- Thrift & Gift Shop is open Monday – Friday, 9-3.
- Bookmobile
- Tax Assistance
- Middlesex Train Club meets at Cameron, Wednesdays, 7:30-10:00 PM.
- Merchants Discount Program available at the following locations thanks to the tireless effort of Charlotte Scott, Merlyn Cajole and Aime Gervais: Pets, Pets, Pets; Photo Finish; D'Angelos; Supercuts; Before & After; Westford Valley Eye Care; The Family Eye Care Center; Pizza Express; Holly Hill Framing; JoAnn Fabrics & Craft; Beef & Ale; Pizza Express and Agresti's.

Monthly volunteers were recognized and include:

Eric Bouchard	Eleanor Perrault	Gloria Brown
Thelma Laste	Davida Gilmore	Pam Ricard
George Duquet	Elwin Bagley	Tina Marcouillier
Millie DeMattia	Jim Lacey	Nora Viega

FRIENDS OF THE CAMERON SENIOR CENTER

The Friends of the Cameron Senior Center, Inc. is a non-profit corporation formed to raise funds for our Senior Center in lieu of funds from local or state Government. The Friends provided funding for many programs at the Senior Center this year, along with funding for an employee.

LONG RANGE PLANS

In the upcoming year, we hope to increase our technological capabilities in order to be able to provide the most efficient services to our clients. As our clientele advance their knowledge base, we need to be able to keep up with them and their demand for comparable services. We also need to be able to communicate with other agencies and departments in the most cost-effective fashion.

A lease was continued with the Lowell Regional Transit Authority (LRTA) for the COA Van which transports 14 elders and the disabled in Westford and was put on the road in December 1998. Thank you to Westford resident, William Kavanagh, the town's representative to the LRTA, for his assistance in obtaining the van. Future plans include the Council completing landscaping with a sign, replacement of exterior doors and a pavilion.

THANK YOU

The COA remains dedicated to addressing the needs of the elderly in Westford. In addition to the staff the COA would like to thank those individuals who have volunteered their services to the Council on Aging. We would also like to express our thanks publicly to the following Town Departments and Committees along with all the Clubs, Organizations and Businesses for their continued support and cooperation: Fire, Health, Highway, Library, Police, Recreation, Recycling, Roudenbush, Schools, Selectmen, Town Manager, Veterans and Water. Also the American Legion

Post 159 and 437, Scouts, Franco American Club, Veterans Post 6539, Friends of the Cameron Senior Center, Hidden Valley Home and Garden Club, Kiwanis, Lions, LRTA, Rotary, Newcomers & Friends, Westford Garden Club, St. Catherine's, St. Mark's, United Methodist and First Parish Churches, Banks, Representative Geoff Hall and Senator Steve Panagiotakos. Thank you each and every one. Without the help of organizations, Town Departments and individuals aforementioned, we would be unable to furnish the many services available to the seniors of Westford. Thank you to Judy Ramirez, Dorothy Hall, Eugene Jungbluth, Rita Jarvis, Lynne Gill and Hal Schrieber for their contributions to the Town Report.

Respectfully submitted.

Joanne Sheehan, Director of Elder Services

The Council on Aging

Helena Crocker, Chairman
Robert Tierney, Secretary
Dorothy Hall
Evan Schapiro

Judy Bartlett, Vice Chairman
Cecilia Healy
Nancy Cook

THE LOWELL REGIONAL TRANSIT AUTHORITY

The Lowell Regional Transit Authority (LRTA) is one of fifteen regional transit authorities established by the Commonwealth of Massachusetts in 1974 dedicated to the mission of increasing the use of mass transit on a regional basis. Headquartered at the Charles A. Gallagher Intermodal Transportation Center in Lowell, the LRTA provided nearly 1.75 million passenger trips on their fixed route bus service in nine cities and towns in fiscal year 2002. Additionally, the mobility of elderly and disabled citizens is enhanced through the Council's on Aging and the LRTA Road Runner program providing nearly 120,000 passenger trips in fiscal year 2002. The LRTA serves an area of over 300,000 population with an operating budget of more than \$6 million annually.

Working with the Westford Council on Aging (CoA), the LRTA provides both Road Runner and Council on Aging van service. Town residents aged 60 years and older or those who are disabled may avail themselves of van services that run five days per week. The LRTA provides curb-to-curb transportation service in Westford and surrounding towns on a 24 hour advance registration basis. All vehicles are fully accessible and wheelchair lift-equipped.

Many trip purposes can be accommodated: shopping, medical appointments, social and recreational, as well as visits to the Senior Center for various activities. The fare schedule is \$1.00 one-way within town, and \$1.50 one-way to surrounding communities. Road Runner service may be arranged by calling 1-800-589-5782 or 978- 459-0152 and Westford CoA Van information is available at 978-692-5523.

The Westford CoA operates a 1998, 14 passenger, air conditioned, lift-equipped Ford minibus, as well as a 1992, 11 passenger, air conditioned, lift-equipped Dodge Maxivan. The Lowell Regional Transit Authority provided both vehicles to the Town. The LRTA Road Runner operates an 11 passenger 1992 Dodge Maxivan within the Town of Westford. New vehicles are acquired through the Commonwealth's Mobility Assistance Program, which provides 80% of the cost of the new vehicle, while the Federal Transit Administration provides the remaining 20% matching share.

The combined ridership in Fiscal Year 2002 was 5,409 passenger trips. Road Runner provided approximately 1,492 trips, while the CoA Vans accomplished approximately 3,917 trips during FY 2001. During fiscal year 2002, the Lowell Regional Transit Authority incurred \$68,119 for the Westford Road Runner service, while assessing the Town of Westford \$13,108

Respectfully submitted,

Robert B. Kennedy, LRTA Administrator

MOSQUITO CONTROL

The Central Massachusetts Mosquito Control Project (CMMCP) currently provides its services to 35 cities and towns throughout Middlesex and Worcester Counties. 1 new member town joined the CMMCP service area in 2002.

The Project's headquarters is located at 111 Otis St., Northborough, MA. Tours of the headquarters or visits to field work sites may be arranged by calling the office in advance. Project personnel are also available to meet with any town board or resident to discuss the Project's procedures and activities. Our phone number is (508) 393-3055.

CMMCP practices Integrated Mosquito Management (IMM), blending state of the art methods and techniques with expertise, experience, and scientific research to provide our member communities with modern, environmentally sound, cost-effective mosquito control. IMM encourages the use of non-chemical means to accomplish the goal of mosquito reduction.

During 2002 the Project received 3,252 requests for service from town residents and officials. We scheduled four hundred sixty six (466) adult mosquito operations in residential areas, and four hundred and twenty eight (428) larviciding operations. A total of over 4,191 pounds of Bti (*Bacillus thuringiensis israelensis*) was applied by helicopter in 2 towns, Chelmsford & Billerica, and by hand throughout our service area to area wetlands to reduce the emergence of adult mosquitoes. This represents over 838 acres of wetland that was treated with this mosquito-specific bacteria, significantly reducing adult mosquito populations in these areas. Twenty six thousand, eight hundred and thirty (26,832) catch basins were treated with larvicidal briquettes to control the mosquitoes that seek out these cool dark wet areas to breed, including the *Culex* mosquito, a major target for West Nile Virus transmission. Four thousand, one hundred and eleven (4,111) culverts were cleaned in an attempt to eliminate unnecessary standing water and reduce mosquito breeding. This work was done in conjunction with cleaning, clearing, and digging of one hundred and four thousand, five hundred and ninety six (104,596) feet of streams, brooks and ditches. This represents almost twenty miles of waterways which were cleaned and improved by Project personnel in 2002.

The Mosquito Awareness program which we offer to elementary schools in our district is very popular. Project staff meet with students and teachers to discuss mosquito biology, mosquito habitat, and control procedures. Much of the presentation is directed towards what the children and their families can do to prevent mosquitoes from breeding around their homes. Live samples of mosquito larvae are included with the presentation, and are left in the classrooms so that students can watch their development. Slides, videos, handouts, and coloring books help to make this an interesting program.

As part of our effort to reduce the need for pesticides, our first line of control is our wetlands restoration program. By cleaning clogged and overgrown waterways, mosquito breeding can be reduced, wetlands are returned to historical conditions, and water quality is improved. Source reduction, the elimination or reduction of a mosquito breeding source, is practiced by alerting residents and business owners about potential mosquito producing sites they have created. They are

Central Massachusetts Mosquito Control Project

informed about basic mosquito biology, and the need to eliminate these man-made breeding sources.

Bti mosquito larvicide is used to treat areas where mosquito larvae are found and source reduction or wetland restoration is not feasible. We have an extensive database of known breeding sites, and we encourage the public to notify us of any areas they suspect could breed mosquitoes. Our field crews will investigate all requests and treat the area only if pre-determined thresholds of mosquito larvae are exceeded. Bti is a naturally occurring product, and is exclusive to mosquito larvae, preserving other aquatic organisms in their habitat.

Our goal is to handle all mosquito problems with wetlands restoration, source reduction or larviciding, but we recognize that there are times when adult mosquito spraying is the only viable solution. In such cases residential areas are treated with either hand-held or pick-up truck mounted sprayers. Applications are site-specific and are determined by weather, type of area and mosquito population levels. These applications are done only by request of town residents. Adult mosquito surveillance is performed before any applications of any product.

The project's surveillance program monitors adult mosquito and larval population density, and is the backbone for prescribing various control techniques. We have expanded the adult collection program to monitor for West Nile Virus in our service area. Specialized traps are used as a mobile force for viral monitoring, and are placed in member towns on a rotational basis for routine sampling. If a WNV hot spot were to occur, surveillance is intensified to sample mosquitoes in that area, and these collections are sent in to the Mass. Dept. of Public Health for virus testing.

The Project has a website at www.cmmcp.org which has extensive information on our program, products we use, and mosquito control procedures. Requests for service can be made through the website, as well as pesticide exclusions. A phone notification system has been installed to announce potential spray areas for member cities and towns on their scheduled evening.

Respectfully submitted,

Kenneth Courtemanche, Superintendent
Timothy Deschamps, Assistant Superintendent

SENIOR TAX RELIEF COMMITTEE

This year's activities focused on legislative articles to benefit seniors. We drafted the "Senior Tax Cap" article for the Annual Town Meeting in May. After approval, at the Town Meeting, it moved to the Massachusetts Attorney Generals Office for approval.

Unfortunately, the legislation was not approved by the Attorney General. We did however, get the attention of other communities on this issue and look forward to joining them with joint legislative efforts to continue to limit the tax burden for seniors.

At the Fall Special Town Meeting we asked and received approval for the lowering of the tax deferment age from 65 to 60.

The committee is experiencing a change in membership due to retirements and time constraints. We hope to regroup and continue to monitor the senior network for new tax relief projects.

Thanks to all who supported and voted the articles to offer relief to the Seniors of Westford.

Respectfully submitted,

Paul F. Murray
Chairman

VETERANS SERVICES

The Veterans Services, for the Town of Westford, completed its reorganization during the past year. The office, on a part time basis, continues to provide services and benefits to eligible veterans and their dependents as outlined in Chapter 115 of the General Laws of Massachusetts.

The Veterans Services also offer burial, job programs and housing assistance, along with food and fuel aid programs to qualified applicants.

The Office of Veterans Services accomplished the relocation from Town Hall to the Senior Center at Cameron. Thanks to the Senior Center Director, Westford School Maintenance Team, and the Technology Department for assistance in meeting the target dates for project completion.

The opening of the office, at this location, contributes to combining Westford's Social Services to better administer to the needs of the clients.

This year we assisted Veterans who needs covered both financial and informational.

We continue to have good return rate for Discharge papers (DD-214). These are the key documents to Veterans Services whether State or Federal.

Many Veterans are experiencing great difficulty with the budget plagued VA system. Increased delays in medical services and changes in payment schedules have provided an unexpected burden on those who answered the call and served their country.

Thank you to all Departments in Town, American Legion Posts, and the VFW for their support of the Veterans Office during this past year.

Respectfully submitted,

Paul Murray
Director of Veterans Services

WASA (WESTFORD AGAINST SUBSTANCE ABUSE)

WASA is a network of individuals and organizations working in partnership to plan and implement strategies designed to prevent alcohol and other drug-related problems. Membership in the organization is open to any concerned group or individual. A working Board of Directors, consisting of 9-15 members manages the affairs of the organization. The Board of Directors is composed of representatives from a cross section of the Westford community. Programs sponsored by WASA include Last Night, SafeHomes Program, Strengthening Families Program and a Celebrate with Care holiday campaign. WASA also sponsored a panel, "Underage Drinking: Truth and Consequences" that aired on Channel 8. In 2002, WASA received a grant from Greater Lowell Community Health Network to underwrite a *Westford Resource Card* and the purchase of active learning books by Tom Jackson. Thank you to community members and organizations that donate their time and resources in supporting these prevention activities.

Officers in 2002:	President	Ray Peachey
	Secretary	Nancy Oakes
	Treasurer	Chris Pazienza

HISTORICAL COMMISSION

The Westford Historical Commission summarizes 2002 as a year of action.

Significant progress on two major initiatives during the year contributed to our success. First, Parkerville and Brookside Historic Districts were approved by the Massachusetts Historical Commission for listing on The National Register of Historic Places. Both nominations were forwarded to the National Park Service in Washington D.C. in December 2002 and should be listed in the first quarter of 2003. The Commission also submitted National Register nominations for the Fairview and West Cemeteries. The second major initiative was saving the original parsonage of the United Methodist Church on Church Street in Graniteville, which was successfully completed in August 2002 when the house was moved to its new address at 4 River Street. We also began working on a strategic plan to help us with our preservation efforts over the next five years.



BROOKSIDE MILL, OWNED BY GEORGE C. MOORE.

View of George C. Moore's Mill at Brookside taken from the Dedication of the J. V. Fletcher library booklet dated 1896.

THE NATIONAL REGISTER OF HISTORIC PLACES

The year 2002 brought the Westford Historical Commission two additional historic districts, Brookside and Parkerville. Westford now has five historic districts □ Westford Center, Graniteville, Forge Village, Brookside and Parkerville □ with over 600 buildings and structures listed on the National Register. This is important to note because we now have the majority of the 689 buildings built prior to 1921 (the effective date



Brookside Historic District, home at 24 Brookside Road, built prior to 1875 by George C. Moore. Current owners are Richard and Jane Young.



View from Concord and Old Lowell Roads in the newly created Parkerville Historic District.

of Westford's
Demolition
Delay Bylaw)
listed on The

National Register of Historic Places. The process has focused our attention over the past 7 years on documenting and photographing many of the historical buildings, residents, and villages of Westford.

Sanford Johnson, a preservation consultant, was hired by the Historical Commission to complete the nomination forms and assist us through the process of getting listed. Sanford documented the historical and architectural

significance of each district. He also photographed the districts as required and submitted the photographs along with maps of the districts to The Massachusetts Historical Commission.

The Commission's next challenge was to get Westford's cemeteries listed on the National Register. We feel it is important to document our historic cemeteries and list them on the National Register because they hold the remains of those Westfordians who have participated in shaping the Town and United States history, including many veterans of our wars from the Colonial era onward. We find ourselves at the beginning of the 21st century, and documenting our predecessors deeds in the 18th, 19th and 20th centuries becomes all the more important. The Commission submitted nominations to the Massachusetts Historical Commission in May for the Fairview and West cemeteries. In 2003 we will submit nominations for the Hillside, Wright and Russian cemeteries.

THE DEMOLITION DELAY BY-LAW

The United Methodist Church's original parsonage on Church Street in Graniteville was moved to 4 River Street thanks to Pamela (Holmes) Whittlesey and her husband Roger. Pamela decided the Old Parsonage would be ideal on the lot adjacent to her home at 6 River Street. Her decision saved the parsonage from being demolished. As part of the church's recent capital expansion project, the church needed the space for parking and a playground and had been searching for a new home for the building for almost two years. After a series of meeting with various town boards, including the Zoning Board of Appeals, the Whittlesey's were given authorization to move the building with some deed restrictions that include maintaining the exterior of the house's character and architectural features.

On a sunny August 16th the building was moved on a truck very slowly down Broadway Street and on to River Street as the utility companies lowered the utility lines to make the move possible. It was an exciting day in Graniteville enjoyed by many spectators. The building was originally built in the 1870s and served as the home for the Methodist ministers and their families until 1961. The building was renovated by the Whittlesey's and occupied in November as a single family home. This is the first building saved since the inception of Westford's demolition delay by-law, and the Commission is pleased that this historic building is serving once again as a home in Graniteville.



The Methodist Parsonage on blocks in its original location on Church Street ready for the move.

The Commission has been working to save the Reid Barn located at 145 Littleton Road. The owners of the barn wanted to demolish it to create an office park. At the suggestion of Barbara Thornley, the Directors of the Middlesex 4-H Fairgrounds were approached about accepting the building, and they agreed. Paul MacMillan of the Middlesex County 4-H Fairgrounds Board of Directors has been coordinating the move for the 4-H. Finding an acceptable route has delayed the barn's move. It is our hope that it will be moved in the spring of 2003. Many people in the

community want to see this structure saved because it is one of the few remaining barns still standing on Route 110 in Westford, and it will be put to good use by the 4-H.

The Commission also placed the old District No. 4 schoolhouse at 1 Lanes End, now a private home, under the demolition delay. Westford is fortunate to have all ten of its district schools, built circa 1870, in use as homes or, in the case of Parkerville School, as a working museum. It is our hope that we will be able to save this historic building.

Westford is in a "tear down" mode. In the year 2002, 13 houses were totally demolished to build new houses. While none of these houses were historically significant, the character of the community is irrevocably changed with each demolition.

The Historical Commission was pleased to be able to support the Roudenbush Community Center in their quest for Community Preservation Act (CPA) funds to preserve this historic building. We have also been working with the Town's GIS (Geographic Information Systems) manager to develop several historic overlay maps that will depict Westford's historic districts, other historic buildings, and possible sites of archeological interest. As part of our development of a strategic preservation plan we are preparing a detail inventory of Westford's history assets.

SCENIC ROADS

The Commission purchased signs to mark the ends of Westford's four scenic roads □ Old Road, Old Lowell Road, Vose Road, and Hildreth Street. We thank the Town Highway Department staff for helping us install these signs.

MEMBERSHIP

The Commission accepted the resignations of Marea Crocker Joncas and Deborahanne Mayer with regret. Marea was very helpful to the Commission as its secretary and in bringing thoughtful questions and concerns to the board. Deborahanne brought great energy and enthusiasm for historical preservation to the Commission, and we are pleased she continues her support of our town's history as a director of the Historical Society. Thank you for your service Marea and Deborahanne. The Commission welcomes Roberta McGuire of Chamberlain Road as a full member. Roberta brings a wealth of skills to the Commission including her organizational and planning abilities.

Members of the Commission supported several other town committees in 2002. Ken Tebbetts has been an active member of the Community Preservation Committee (CPC) and the School Naming Committee, where he urged the naming of one of Westford's new elementary schools after Rita Miller, long-time Westford teacher and principal of Frost School. Stacey Perron has served on the Monuments Committee. Jane Hinckley and Bob Oliphant have served on the new Records and Archives Management Committee.

IN SUMMARY

The Westford Historical Commission has completed another productive year serving the Westford community's historic preservation efforts. We would like to thank all those persons who have helped us along the way; your support of our efforts is greatly appreciated. A special thank you to

Pamela Hall who has volunteered her time to record our meetings and assist with other administrative details.

Respectfully submitted,

Ken Tebbetts, Chairperson
Bob Oliphant, 1st Vice President
Jane Hinckley, 2nd Vice President
Deborahanne Mayer, Secretary
Sally Benedict, Treasurer
Roland Pendlebury
Stacey Perron
Phil Gilbert, Alternate
Roberta McGuire, Alternate
Pam Hall, Administrative Assistant

SURVIVE A BEAR MARKET . . . BY BEING *BULLISH* ON YOUR LIBRARY!

Annual Report Of The J. V. Fletcher Library, 2002



In a year in which bears and bulls clashed and market returns fell, where else but the library could you get a 750% return on your investment? Market studies demonstrate that for every one dollar spent on the library, the public receives \$7.50 worth of services! This was definitely the case at the J. V. Fletcher Library in 2002, since circulation increased by almost 11%, inter-library loan requests soared and over 11,000 Westfordians attended over 200 programs and workshops. The public made the best use of free Museum Passes, video, DVD and audiobook collections, multiple story times and an array of electronic reference resources! As the market slid, library usage climbed – demonstrating that in a bear market, all are **bullish on the library!**

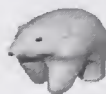
"DO WHAT YOU CAN, WITH WHAT YOU HAVE, WHERE YOU ARE." -- TEDDY ROOSEVELT

Space continued to be an overriding facility issue, as the library Board of Trustees, Friends' Executive Board and administrative staff developed alternatives to last year's prohibitive feasibility plan. As a result, juvenile collections and periodicals spilled over into the adult Browsing Room; all non-book media was moved to the Fine Arts area; the Young Adult space was rearranged, while Adult Fiction spread; Adult paperbacks came upstairs to join fiction collections; Large Print was moved to the more accessible Ground level and back issues of newspapers migrated to a vertical storage system – all of these space enhancements and shelving units were made possible by the extraordinary generosity of Friends of the J. V. Fletcher Library, Inc. Other facility improvements included on-going interior painting (the library is now in its 15th year in its "new" space), additional signage to accompany the relocation of collections, the Bookmobile's return to full and improved service, as well as the illumination of the front façade's American flag.



"ALL THE RESOURCES WE NEED ARE REALLY IN THE MIND." -- TEDDY ROOSEVELT

Technology continued to deliver exciting new services both within the library facility and via remote access from home or work. The new Merrimack Valley Library Consortium electronic catalog -- the Ipac -- was unveiled in a new user-friendly format that delivered the remote access features long promised. Patrons may now reserve and request materials from home, check their accounts and requests, renew materials online and check the holdings of all member libraries. The PC Reliant technology made possible electronic circulation on the Bookmobile, while in-house, Systems Librarian Dina Kanabar improved Web security and mounted weekly web updates to the J. V. Fletcher Library Website: www.westfordlibrary.org. "Report Generator" allows staff to run a myriad of data reports from the MVLC *epixtech* circulation system, and future enhancements to the shared automated system and catalog loom on the horizon. Staff supplemented these new technological developments with instruction on: Magazine/Database Searching; Basic and Advanced Internet Usage; Online Internet Tutorials, and; Parent/Child Internet Workshops.



"WHENEVER YOU ARE asked if you CAN do a job, tell 'em, "CERTAINLY I CAN!" THEN GET BUSY AND find OUT HOW TO do it." -- Teddy Roosevelt

Per the sentiments expressed in the 2000 Community Visioning Survey, the Fletcher Library embraced and expanded all forms of programs – juvenile through adult – sponsoring a first-ever Summer Job Fair and launching a monthly Adult Book Discussion Group. With Friends of the Library funding, Adult Programs were offered in 2002 which spanned Job Search Strategies to Dry Stone Walls; Long Term Care to Rug hooking; Weddings to Holiday Appetizers, and celebrated such luminaries as Isabella Stewart Gardner. Fall Bulbs, Daily Life in Plymouth, Adult Origami, Italian Belle Notte and Desserts drew adult audiences while travelogues stretched from the Antarctic to Lithuania.



Children's programs remained strong with: Steve Songs; the Magic of Jason Ryker; Debbie and Tom O'Carroll for St. Patrick's Day; Little House Stories; Mad Science and the Shoemaker & the Elves as a holiday event. Weekly Story times, Father times, Mother Goose Times, and Young Adult Book Discussions rounded out the year, with the Friends of the J. V. Fletcher Library Book sales offered quarterly.

In a first ever, Library staff walked in a snowy cold Apple Blossom Parade marching as the "Stars and Stripes" – as befitted the juvenile Summer Reading Program theme of a "Star Spangled Summer!" Young Adults went global with "Experience the World @ your Library" while Adults sought adventure as "Readers of the Lost Ark!" All totaled, the three summer reading programs netted 1490 juvenile registrants, 123 adults and 268 young adult registrants. A genuine thanks is due here to the Friends of the J. V. Fletcher Library, Inc. which funded all programs and events, to the statewide Massachusetts Regional Library Systems for coordinating themes and materials, to the Massachusetts Board of Library Commissioners (their funding agency) and to the Westford Newcomers and Friends and many area businesses for additional support.



"THE COUNTRY DEMANDS bold, persistent, experimentation . . ." -- TR

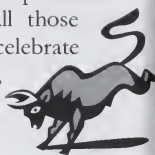
Library staff applied for and received two archival grants (a MARC Conversion Grant and a Special Collections Grant) from the Northeast Massachusetts Regional Library System (NMRLS) in January. The total awards equaled \$8,000.00. The Special Collections grant money allowed the library to hire archivist consultant William Carroll, a specialist in library collections. Local History Specialist Virginia Moore worked extensively with Mr. Carroll to preserve some of the delicate items in our collection such as: civil war diaries, letters, a tea service, photographs, etc The Marc Conversion grant funded the electronic cataloging of selected items from the historical collection for inclusion in regional and global databases.

"KEEP YOUR EYES ON THE STARS, AND YOUR FEET ON THE GROUND." -- TR

Having entered FY03 – as did all Town departments – at reduced FY02 Operating budget levels, the J. V. Fletcher Library leaned heavily on the fundraising of the Friends of the J. V. Fletcher Library, Inc. to meet minimal levels of mandated services: for the first time in a decade the Friends provided essential funding for the support of the annual book budget so that the library would meet the state minimum requirements for library certification. Additionally, the library would like to here thank the Westford



Charitable Foundation for the handsome gift of \$3,000 – also being put towards the purchase of books for the circulating collection. The library extends its gratitude here to all those townspeople who cited the library Memorial Book Account as a way to honor or celebrate loved ones. Memorial gift donations, administered by Assistant Director India Nolen, not only memorialize the loved one, but continue to give to the reading public year after year. We also thank here those meeting room groups who conveyed their gratitude for meeting space by helping fund the book collection.



"It ain't over, till it's over." -- Yoqi BERRA

The Board of Trustees and Library administration worked on a yearlong goal to review Trust fund accounts and bring Board Assets under the most beneficial investment management. The Board updated the Library Planning Process and submitted the annual update to the Massachusetts Board of Library Commissioners (our state regulatory agency). The Trustees engaged as well in a yearlong Policy review, preparatory to mounting all 42 library policies on the website. The following policies were discussed and revised: Safety Deposit Box Access; Collection Development; Closing Policy; Meeting Room Policy; Listening Lounge; Power Outage Policy; Staff Personal Days; Library Card Registration and Responsibilities; Library Assets; Unattended Children; Inter-Library Loan Policy; and the Internet Access Policy.

"The future ain't what it used to be." -- Yoqi BERRA

A sobering loss was the 23.8% reduction in the statewide regional program – on which the J. V. Fletcher Library and other libraries rely for electronic databases, inter-library loan delivery, courier service, supplemental reference services and continuing education programs. A number of databases and programs were cancelled in 2002 due to State Budget cuts, and grant funding was lost completely.

"It is better to be faithful, than famous." -- Teddy ROOSEVELT

In 2002, the J. V. Fletcher Library finally returned to full staffing with Kathleen Hutchins joining the staff as Head of Youth Services, Karen Warren as Administrative Secretary, and the return of the newly degreed Kira McGann as Young Adult Specialist.

Numerous significant anniversaries were observed for the veteran staff with Director Ellen Rainville and Head of Technical Services Catherine Carroll each celebrating 30 years of service to the Town; Maureen Barry, Bookmobile Outreach, celebrating 20 years, and Library Associates Jean Butler, Paula McWilliams and Ellen Apicco all celebrating 5 years of tenure. Trustees honored these and all staff at a Recognition Brunch, while the many library and Friends Book sale volunteers were fêted at the home of Friends' President Nancy Russo.



Staff continued to engage in Professional development up until the distressing state regional cuts decimated Continuing Education opportunities. Staff additionally attended the New England Library Association conference and Director Rainville presented programs at the joint Massachusetts Trustees and Friends Conference and on behalf of the Northeast Massachusetts Regional Library System.

"It's déjà vu all over again!" -- Yoqi BERRA

2002 – a year that saw considerable growth in usage and new services such as our first Chinese deposit collections and our popular “Bollywood” display of videos – was a sobering re-introduction to statewide and local fiscal constraints, first striking regional library services, next drying up grant and local aid funds, and finally ushering in Commonwealth level cuts in 2003. Reminiscent of the downturn of early 1990’s, with the challenges of operating a new facility offering new services under level-funded budgets, the future is certainly “déjà vu all over again.”

Respectfully submitted,
Ellen D. Rainville, Library Director

J. V. FLETCHER LIBRARY BOARD OF TRUSTEES, 2002

"THE GOVERNMENT IS US; WE ARE THE GOVERNMENT, YOU AND I." -- Teddy ROOSEVELT

The Trustees set the following five goals for the Board:

1. To submit to Town Counsel a revised Employment Contract for the positions of Director and Assistant Director. Town Counsel suggested further changes to the draft, which the Trustees subsequently approved. When the salary figures were finalized, the contracts were signed.
2. To resolve Trust Fund accountability and investment issues. In November representatives from Mellon Bank met with the Library Director and the Trustees. At the December meeting the Trustees voted unanimously to approve the investment and reconciliation of Trust Funds.
3. To explore the initial steps in the formation of a not- for- profit foundation dedicated to fund raising. Due to the economic climate it was decided to defer this goal.
4. To observe the workings of the Commission for Efficient Town Government for future impact on library services and the community. At least one Trustee and/or the Library Director has been present at these meetings. At the request of the Commission, the Library Director presented the 2004 library budget. It is the decision of The Trustees to continue to observe these meetings.
5. To address current and future facility needs. The Library far exceeds the usage planned for the current building. Several visible changes were instituted during the year as a method of coping with the facility stress due to population growth. A Library expansion will depend on a sewerage tie-in to the Abbot School septic system.



Many policies were updated (see complete list under the Director’s Report). The loan of an antique Japanese saddle and stirrups to the Higgins Armory Museum was renewed.

We said good-bye to trustees Jim Gozzo and Sue Flint. Sandy Kelly was elected by write-in at the May election and the Selectmen and the Trustees jointly appointed Dave Daniel to complete Ms. Flint's unfilled term.

Nancy Russo hosted a reception to thank the Friends' volunteers. This past year the Friends sponsored over 200 adult and childrens' programs. We appreciate the Friends for their continuing support for Library services.

In October, the Friends and Trustees sponsored a staff appreciation brunch. We celebrated the anniversary dates of Ellen Rainville and Cathy Carroll who have each completed 30 years of service to the Library. They have shared experience that is necessary for coping with difficult economic times. They have exhibited calmness when faced with new challenges. For all of this we honor their longevity of service and loyalty. We had the pleasure to honor Maureen Barry, the Bookmobile Lady, for 20 years. Maureen has been identified as one of the reasons for the success of this remarkable outreach service. We also honored Jean Butler, Paula Mc Williams and Ellen Apicco for five years of dedicated service.

Ellen Rainville, Bob Price, Paul Royte, and Veronica Whitehouse attended the joint MFOL (Massachusetts Friends of Libraries) and MLTA (Massachusetts Library Trustee Association) Conference in Marlboro. Bob and Veronica represented the J. V. Fletcher Library at the Northeast Region Legislative Breakfast. Ellen, Bob and Veronica attended the MLTA symposium in April in Boxboro. Veronica attended MLA Annual Legislative Day promoting the statewide legislative agenda for libraries and she and Ellen attended Ways and Means Day at the State House in February.

Respectfully submitted,
Veronica Whitehouse, Chairperson



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Yr. Total
Adult Books	7,128	6,566	5,360	6,064	5,584	5,230	6,714	6,332	6,801	6,382	6,270	7,251	75,682
Children's Books	12,552	8,198	7,566	8,487	8,075	5,856	8,918	8,790	9,466	8,948	8,065	11,017	105,938
Adult Magazines	657	579	553	530	627	505	744	674	735	776	645	635	7,660
Children's Magazines	124	84	80	72	90	77	54	75	75	72	78	103	984
Adult CD's	1,112	1,194	912	1,184	1,254	1,280	1,460	1,381	1,653	1,389	1,165	1,315	15,299
Children's CD's	48	40	31	43	42	52	70	65	79	92	81	94	737
Adult Cassettes/LP's	738	678	626	740	678	771	661	629	713	733	701	807	8,475
Children's Cassettes/LP's	424	306	233	257	293	261	300	309	298	286	260	329	3,556
Adult Videocassettes	2,140	2,181	1,676	1,987	2,059	2,287	2,594	2,306	2,392	2,211	2,288	2,288	26,914
Children's Videocassettes	1,948	1,592	1,351	1,600	1,641	1,510	1,765	1,905	1,965	1,768	1,644	1,832	20,521
Adult Miscellaneous	38	3	5	3	31	5	4	1	3	3	2	5	109
Children's Miscellaneous	28	37	31	27	33	30	38	48	33	44	11	49	409
Museum Passes	99	121	52	50	76	63	74	101	118	115	102	105	1,076
Renewals	1,406	1,749	1,117	1,916	1,404	1,687	1,747	1,732	1,858	1,885	1,368	1,679	19,548
Library Subtotal	27,036	21,579	18,476	21,044	20,483	17,927	23,396	22,616	26,596	24,885	22,603	27,509	274,150
Bookmobile - Adult	193	248	177	242	274	222	280	304	305	433	209	305	3,192
Bookmobile - Juvenile	409	335	41	529	915	782	854	563	1,400	1,183	801	917	8,729
Van Subtotal	602	583	218	771	1,189	1,004	1,134	887	1,705	1,616	1,010	1,222	11,921
TOTAL	27,638	22,162	18,694	21,815	21,672	18,931	24,530	23,483	28,301	26,501	23,613	28,731	286,071
Previous Year:	23,782	20,614	18,862	20,172	20,237	18,204	23,103	22,023	23,404	21,509	21,470	24,767	258,147
Percent Change:	16.21%	7.51%	-0.89%	8.14%	7.09%	3.99%	6.18%	6.63%	20.92%	23.21%	9.98%	16.01%	10.82%
Network transfers IN	1,147	696	972	1,060	1,123	992	1,480	1,465	1,764	1,409	1,425	1,476	15,009
Network transfers OUT	716	1,042	513	661	568	481	774	659	770	709	806	803	8,502
Inter-Library Loans IN	39	57	38	49	57	45	102	68	62	70	83	49	719
Inter-Library Loans OUT	10	9	10	10	10	15	10	8	9	10	7	9	117
Reciprocal (NETWORK)	1,225	1,117	1,054	2,220	1,037	1,015	1,179	1,265	1,257	1,300	1,102	1,111	14,882
Reciprocal (NON-NETWORK)	630	636	1,746	1,813	2,639	1,885	2,261	2,044	2,269	2,545	2,766	2,243	23,477
Hold Requests	925	967	715	858	912	620	895	911	1,000	902	860	1,005	10,590
New Registrations	131	83	85	101	113	62	82	118	93	74	62	107	1,111
Total Reciprocal	1,855	1,753	2,800	4,033	3,676	2,900	3,440	3,309	3,526	3,845	3,868	3,354	38,359
% of Circ to Reciprocal	6.86%	8.12%	15.15%	19.16%	17.95%	16.18%	14.70%	14.63%	13.26%	15.45%	17.11%	12.19%	14.23%
Meeting Room Reservations	77	80	166	287	191	161	164	164	141	128	123	82	1,764
Days Open	21	23	24	26	23	24	30	27	30	29	26	25	308
Hours Open	211	218	209	242	206	216	245	228	239	243	268	227	2,752
Internet Users	473	432	487	640	587	561	533	693	575	498	595	543	6,617
Comp. Workshops Offered							4	4	8	13	10	3	42
Comp. Workshops Attended							2	3	2	4	3	1	15
Adult Program Attendees	45	12	10	87	48	20	17	19	65	6	25	108	462
Adult Programs Offered	2	2	3	10	8	3	2	2	2	1	2	3	40
Children's Program Attendees	1,438	683	120	637	457	462	344	556	389	453	429	5,071	11,039
Children's Programs Offered	12	7	2	22	16	18	6	16	20	20	3	21	163
Computer Room Hours	51	21	32	17	26	17	22	33	23	28	21	23	314
Avg Circ Per Day	1,316	964	779	839	942	789	818	870	943	914	908	1,149	929

MONUMENT ADVISORY COMMITTEE

This year the committee met with two proponents of new monument projects.

We reviewed and made suggestions for Fire Fighters Memorial, located at the edge of the Center Fire Station and the Police Plaza, as well as the Basinas' Memorial, located at the intersection of Groton and Tyngsboro Rd.

Both projects were successfully completed and appropriate dedications were conducted.

Maintenance to the town's monuments continued.

The Graniteville monument wall repair is on going and work will continue on this site as the budget permits.

Thanks to the Westford Highway and Parks Department for the efforts to work with the committee to enhance the appearance of Westford's Monuments.

Respectfully submitted,

Paul F. Murray, Chair



THE PARKERVILLE SCHOOLHOUSE COMMITTEE

The Parkerville Schoolhouse's focus continues to be its Living History program, a program which allows Westford and area students to experience a typical school day of the early 1900's. The schoolhouse also serves as a meeting place for local organizations and private parties.

Among this year's projects was the establishment of a "Friends of the Parkerville Schoolhouse Founders' Garden" in the south corner of the schoolyard. Also several dead trees and limbs were cleared.

The historical collection continues to grow with the addition of period desks and photographs. A recent class photo of seven former students who attended Parkerville Schoolhouse in the 1920's is among the treasure-trove.

Under the auspices of the Friends of the Parkerville Schoolhouse, Inc., a town-wide mailing was conducted in October. The Board of Directors is appreciative of the continuing financial support of townspeople. Although the town owns and insures this building, all projects at the schoolhouse are done at no cost to the town.

2002 was another memorable year. All seventeen of Westford's third grade classes participated in the "Old School Day" visit to the one-room Parkerville Schoolhouse in the spring. Students dressed in period outfits and, once again, were well prepared by their teachers and parents for this unit of their local history studies. Financial donations collected by the classes were appreciated. Twenty classes are scheduled to attend this program in the spring of 2003. For creating and facilitating the curriculum, the Westford School Department honored volunteers Jennie Johnson and June Kennedy with the "Gordon B. Seavey Appreciation Award-Recognition in Support of the Westford Public Schools 2002." They will continue to volunteer their services in the spring of 2003.

In June, the Alumni garden at the Parkerville Schoolhouse was among the stops for a fundraiser to benefit the Parish Center for the Arts (PCA). An Open House in November for the townspeople also served as a reunion for students who attended Parkerville Schoolhouse before it's closing in 1929.

The Friends of the Parkerville Schoolhouse are saddened by the loss of two of its loyal members, a founder of the Friends, Mary Jane Plaisted, and former Parkerville student, Norman Nesmith.



Lunchtime for third-graders at Westford's one-room Parkerville Schoolhouse.

Photo courtesy of the Friends of the Parkerville Schoolhouse.

Parkerville Schoolhouse Committee

Many meetings and parties were held during the year. Volunteers have made seasonal decorations for the windows, and offered help for cleaning. For the third year, Westford Academy student Kelly Selfridge offers community service to the Board of Directors.

There are tables and chairs to accommodate fifty people. The rent is reasonable. Townspeople are invited to call Heidi Hatke at 978-392-6827 to reserve the building.

The combined meetings of the Parkerville Schoolhouse Committee and Friends are normally held at the schoolhouse on the second Monday of the month at 7:30pm. If planning to attend a meeting, call June Kennedy at 978-692-8924.

Respectfully submitted,

Parkerville Schoolhouse Committee and Friends

Roger Plaisted, President
Mary Jane Plaisted, Vice President
Jennie Johnson, Recording Secretary

June Kennedy, Corresponding Secretary
John Wilder, Treasurer
Heidi Hatke, Member

PARKS AND RECREATION COMMISSION

The Parks and Recreation Commission is a five member appointed board with two alternates that acts as a policy setting committee for the Department. It has been an eventful year with the hiring of a new director, transition in the organization of the department, and a town wide survey to assess residents interests regarding recreation programs and facilities.

The department has been reorganized to include recreation programs, parks and grounds maintenance, and cemeteries. The restructuring allows for greater efficiency of services. One goal associated with this change is to become more financially self-sustaining especially in the grounds maintenance area.

In April the Commission formed a subcommittee to create a Recreation Master Plan. The Committee has met on a regular basis and sent a town-wide survey to residents in September. Approximately 8% of households responded and results are being finalized for inclusion in the Master Plan. Additional information is available on the website for the plan www.westford.com/recmasterplan/

A program brochure is sent to all residents three times per year with the various recreation offerings. Brochures are sent Fall, Winter and Spring/Summer. Fliers and news releases also highlight new programs. New programs this past year included: Hershey Track & Field Meet; Punt, Pass, and Kick Competition; "Drive-In" Movie nights (co-sponsored with Roudenbush); Cross-Country Skiing; Biking with Out Spoken; Walking with Sole Search'n; and lacrosse. The department partnered with Nashoba Youth Hockey with a new venture in offering a learn to skate program.

Improvements throughout the year included the addition of a launch box at the Skate Park; ice rink – new boards and liner; fence repairs; awning at Edward's Beach Concession. Parks & Grounds – Jonathan Revis Operations Supervisor, Robert Upperman, Dan Johnson and Brian Shipley were able to rebuild ball fields at VFW Park; Graniteville and Capt. Stephen Hamilton field.

The department was fortunate again to have the help and assistance of the Massachusetts Department of Correction Inmate Community Work Crew in the clean up of Forge Beach, Edwards beach, the American Legion ball fields and playground (Westford Community Playground) at Graniteville. The Commission wishes to thank Police Chief Robert Welch and Gary Perrin of the Mass. Dept. of Correction in the coordination of this effort. Also special thanks to Greg Brown for his fine supervision and work with the crew from the department of corrections.

New at the beaches this past summer was an Open Swim Program (OSP) policy. At the request of residents wanting to access the beaches early in the morning or later in the evening an OSP was adopted. This allowed residents to assume responsibility for their use of the areas when lifeguards were not on duty.

The department has a new website www.westfordrec.com with updated information and registration forms. Also information on sports organizations/committees is available on individual organization's website or through www.westford.com/sportsandrecreation. The department has

contact information and registration forms available for these volunteer youth sports organizations at the office located at 54 Broadway St. in the Graniteville section of Westford.

Lastly the Commission wishes to extend its thanks to Robert Welch (former Chair), William Barnett, Kevin McCann, and Clifford Rockwood for their years of service to the Commission and Community. It is through the volunteer efforts of such individuals that Westford continues to meet the needs of the growing community.

Respectfully submitted,

Fred Callahan, Chair

Julia Lavelly

Sarah Ledder

RECORDS & ARCHIVES MANAGEMENT COMMITTEE

The Records & Archives Management Committee was established by the Town Manager and Selectmen to create a records and archives management policy for town records, to find a suitable central location for the safe storage of historical records, and to address other preservation issues for town records. It held its first meeting on March 8, 2002.

In July of 2000 Nancy Kougeas, an archivist consultant, conducted an "Historical Records Survey of Westford, Massachusetts" under a grant from the Massachusetts' Documentary Heritage Grant program. This grant was obtained jointly by the J.V. Fletcher Library, Westford Historical Commission, and Town Clerk. This survey identifies both public and private Town historical records and highlights problems in the storage of many of these records. The survey is available on-line at <http://westford.mec.edu/govt/documents/wrap/cover.htm>.

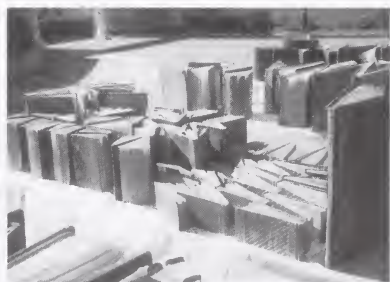
The Committee used this Historical Records Survey as a starting point to understand the needs of various departments, committees and organizations, and we distributed copies of the survey to the heads of all town offices and boards cited in the survey. We identified several potential records storage sites, and contacted Town Committees and private enterprises about availability of current or future space.

On March 22 the Committee visited the Burlington Town Clerk who gave us a tour of their town archives and vault. They have an excellent records storage and research facility that has served as a model for other town archives throughout the state. They also employ a full-time archivist.

We obtained preliminary information on the costs of preparing an archival records storage vault and of microfilming town records. We examined several potential grants for obtaining funds for records preservation activities.

The committee identified the need for a Westford Records Management Policy. We drafted a proposed Records Management Policy and a Records Retention Schedule based on those of the Town of Burlington and state recommendations. We also compiled a list of Westford records available through the Church of Latter Day Saints Family History Library in Salt Lake City.

The committee held a "read and weed" event to encourage all town departments to increase awareness and participation in the records management strategies recommended by the Committee. The event culminated with a day spent in the town vault in the basement of Town Hall on September 13. We removed all of the records from the vault, brought them outside to be air dried, and brushed the mold and dirt from them. We packed the records in storage containers while the basement town vault renovation is being considered. Some records were identified for removal.



Committee Members:

Virginia Moore, Chair	Robert Oliphant
Ellen Harde	Kaari Mai Tari
Jane Hinckley	Camille Pattison

ROUDENBUSH COMMUNITY CENTER

CONTINUED SERVICE TO WESTFORD



CELEBRATING AND PRESERVING WESTFORD'S HERITAGE FOR OVER A MILLENNIUM . . .

Since 1897 the original Westford Academy Building at 65 Main Street has provided a road to life-long learning. First a private academy, then a public academy, in the fall of 1975 it became the Roudenbush Community Center. For over 100 years it has been a landmark of education and public service to the Town of Westford.

The Roudenbush Community Center was established to enrich the lives of Westford residents including adults, children and seniors by offering programs and services in the areas of education, entertainment, health and the arts at the lowest possible cost to the taxpayers.

AND WE ARE STILL GROWING IN SPIRIT, SERVICE, AND NUMBERS!

The Center continues to grow with the town. CED Directors: Patti Mason and Sarah Fletcher work diligently to provide new and exciting classes, trips and events for children and adults. Learning-on-line is available as well. Over 900 programs were offered during the past year with over 8,000 adults and children participating.

Roudenbush programs include Community Education, gymnastics, preschool and daycare. The Children's Centers at Main Street, Frost, Old Nab and Abbot provide loving care and curriculum, with almost 500 children being served by the four centers over the past year. Our children's programs provide daycare for infants age 6 weeks through school age in grade 5. Of the 8,000 participants last year, 87% were from Westford. All classes and children's programs at Roudenbush are self-supporting.

IMPROVING OUR SERVICES AND EFFICIENCY!

Under the Direction of Roberta Chaffee Low, Roudenbush has made many improvements and enhancements this year. We have combined the Kindergarten Program with the Childcare Program, moving all daycare classrooms into the same building at Frost. It is more convenient for the parents to pick up their children; it is also more efficient and cost effective. We can provide better staff coverage 7:00 A.M. to 6:00 P.M., more flexibility with our classrooms, and stronger administrative coverage with two Directors on site: Karen Tatro and Jane Garrahan.

By moving Kindergarten to Frost we were able to move two popular Preschool classes back to Main Street where there is better parking for parents dropping off and picking up. Parents are also able to take CED classes downstairs while their children are in preschool upstairs! Assisting Priscilla Sellers, Preschool Director, is Juanita Antunes who is now based at Main St.

Both Preschool and Childcare Programs have been working on their National Association of Education for Young Children (NAEYC) accreditation, the highest quality in childcare certification. And we are hoping to find a permanent home for our School Age Program, which is currently at Abbot School. School Age has become an active, thriving program under the direction of Michelle Collett and Jess Pinard.

We were also able to upgrade our registration software this year, helping CED and Childcare with their 8,000 registrations, thanks to a \$3,000 grant from *The Greater Lowell Community Foundation*.

RCC Continues to be the Lead Agency for the *Mass. Dept. of Education Community Partnership Grant*, coordinated by Patti Mason, for the Westford Community Partnership. WCP exists to provide affordable child-care to working families with preschool children in Westford. In addition, RCC has established the Roudenbush Scholarship fund this year to assist RCC families in temporary financial need.

PRESERVING AND PROTECTING . . .

Roudenbush Community Center is also committed to preserving and protecting the special buildings under its care and custody. From 1990– 2002 Roudenbush has spent over \$1 million dollars to repair, improve and update all three historic buildings: Main St, Frost, Old Nab. The funding has come from the Roudenbush Community Center, Roudenbush Associates, fundraisers, and grants.

The highlight for Roudenbush Community Center this year was receiving the first Westford *Community Preservation Award* of \$100,000 to aid in the historic preservation of the Roudenbush building. It was a year long process: applying for the National Trust Grant, developing the Feasibility Study/Investigation, then applying for the CPA Award. We are very grateful to the *National Trust Preservation Fund*, the Westford Historical Commission, the Community Preservation Committee, and the Westford community for your support. We have also applied for Round IX of the *Massachusetts Historical Commission Preservation Fund* which may help to increase our preservation funds for the necessary repairs and stabilization.

On a smaller scale, but no less important, we have completed the HVAC project on the lower level at Main Street, and we have expanded our electrical unit at Frost. Our historic buildings are precious and charming, but they do need continual loving care, which Bill Chandnoit and his crew work steadily to provide.

WE'RE PROUD OF OUR STAFF . . .

Roudenbush is blessed with people who take pride in our services. The Roudenbush Community Center Committee would like to recognize the exhaustive efforts of our Director, administrators and staff in building a team to take the Roudenbush Community Center into the future. We applaud their efforts.

THE ROUDENBUSH COMMITTEE . . .

This 15-member committee is responsible for setting policy and, in its TRCCI role, is the fiscal agent of Roudenbush for its \$2.4M budget. The Committee is divided into 3 subcommittees: Buildings & Grounds, Personnel and Finance. The subcommittees make recommendations to the Roudenbush Committee for review and vote. The RCC meeting takes place the 4th Tuesday of every month...all are welcome.

Respectfully submitted,
Glen Townsend, Chair

Katherine Pouliopoulos, Vice Chair
Frank Pennella, Secretary
Bob Waskiewicz, Peg Blanchard, Jim Passios, Charlotte A. Scott, Jack Viera, Ray Wauford, Ginny Widmann, Truda Wilson

WESTFORD ARTS AND TECHNOLOGY FUND AND SCHOLARSHIP FUND COMMITTEE

The Westford Arts and Technology Fund and Scholarship Fund Committee is pleased to submit the following report for 2002. As of the first few weeks of 2003, budget problems at the State level have the potential to significantly impact the delivery of municipal services. If cuts are made to the School budget, the opportunities provided by the funds administered by the Committee may become more critical to the maintenance of a program of quality education. Perhaps residents who wish to provide added support to School programs may consider making a donation to the fund, and perhaps interested parents and citizens may wish to become actively involved in the Committee. We urge all interested citizens to consider becoming members of the Committee and helping us increase awareness throughout the community of the benefits associated with the funds.

A donation to the Arts and Technology Fund will provide for innovative initiatives to enrich and advance current and future programs for our students. The funds will directly impact and encourage the significant efforts of our professional teaching staff to train our children to deal with and compete in an increasingly complex world. The Scholarship Fund will provide resources available to all residents of our community for job training and educational opportunities not otherwise available to them. Both funds will provide a mechanism for the schools to reach beyond what they can provide in the classroom; and help in areas that are not included within the mainstream academic program. The funds are not intended to replace other scholarship funds and public-private partnership programs. Additionally, the Education Committee would like to reach out to the business community to bridge the gap between the evolving needs of the business community and the training and education provided by the school system.

Scholarships. Funds will be available through donations designated for the scholarship fund, the Education Committee, in its discretion, may make scholarships available for Westford residents. The recipients of financial aid must be residents of Westford at the time the financial aid is first awarded and have been accepted to pursue education beyond the secondary school level at an institution deemed accredited by the committee. The committee shall take into consideration each recipient's financial need, character, scholastic record and involvement in community work, as well as extracurricular school activities. The scholarships will be available to any Westford resident for post-secondary education or training (subject to the acceptance by the committee of the accreditation of the college, school or training facility). Persons shall be eligible for scholarships regardless of whether they attended the Westford school system, and may be used for re-training, re-entering the job market, improving skills, or obtaining new skills or qualifications.

Arts and Technology Fund. The purpose of the fund is to establish, maintain and execute an account to which concerned citizens may make voluntary contributions which will be used by the Committee for the purchase of products and services which would ordinarily not be purchased by the public school system.

Technology, computer and otherwise, are changing daily. Students and faculty should have the opportunity to experience new, experimental or special interest hardware and software. The Arts, by definition, are not static. Students and faculty should have the opportunity to experience a wide

variety of educational materials and employ a wide variety of enriching tools and equipment that may otherwise be unavailable. Moneys collected to support arts and technology will be used solely to provide supplemental funding for local educational needs. The first priority shall be for expenditures that benefit larger school populations; however, individual and smaller group projects are not ineligible. Each expenditure should be considered to be a one-time, non-recurring expenditure; however, recurring expenditures will not be ineligible. In the area of the arts, examples of potential fundable endeavors include: guest performers; field trips to performances; musical instruments; theatrical equipment and props; multi-media hardware and software; resource materials; and consultants. Some examples of eligible technology projects include: networking hardware and software; improving library/media center; computerized resources; teaching aids and training materials; library resource materials; and the introduction of and experimentation with newly available technology.

Respectfully submitted,

Westford Arts and Technology Fund
and Scholarship Fund

Dr. Stephen C. Foster, Supt. of Schools
Vivian Robins
Suzanne Marchand, Finance Director
Madonna McKenzie
Theresa Fingerhut
Paul Alphen
Cathy Lane

WESTFORD CULTURAL COUNCIL

The Massachusetts Cultural Council FY03 allocation for Westford totaled \$2,440.00. To this amount the Westford Cultural Council voted to add \$912.00 of unencumbered MCC money from our local account, for a total of \$3,352.00. The Westford Cultural Council received 22 applications for FY03. Grants were awarded to the following 8 applicants:

The Council on Aging: \$700.00 to hire entertainers for Seniors at annual functions for Valentines' Day, St. Patrick's Day, summer cook outs, Thanksgiving and December Holiday Parties.

Indian Hill Music Center: \$350.00 to help support two performances of "The Nutcracker" at the Westford Performing Arts Center in December 2003.

The Nashoba Players: \$300.00 to produce the musical show "The Fantasticks" at the Parish Center for the Arts in Westford and The Groton School in Groton.

The Parish Center for the Arts: \$300.00 for the New England Artist Series of four Sunday afternoon classical concerts given at the Parish Center for the Arts.

Westford Adult Supportive Day Care: \$380.00 to entertain home bound seniors every other month with a special performer at the Elder Housing Complex Community Room.

The Westford Chorus: \$500.00 to help pay for instrumentalists participating in the 20th Anniversary Concert on April 27, 2003 at St. Catherine's Church in Westford.

Westford Regional Art Event: \$200.00 to hire judges who use their expertise to choose winners in each category for adults and children: watercolors, oils, pastels, acrylics, and photography.

Westford Teen Arts Council: \$500.00 to help fund "Imagination on Wheels", a traveling summer theater group comprised of 40 girls and boys, grades 3-12.

Administrative expenses totaled \$122.00.

In addition to the grant programs, the Westford Cultural Council sponsored the following programs at the Parish Center for the Arts with our Locally Raised Funds:

Project Concern: A Hip/Hop Dance Performance and Workshop for middle school kids on September 21, 2002.

Comedy Cafe: Poulyle Productions show for adults 'Spousal Deafness...and Other Bones of Contention.' October 26, 2002.

Joe Sallins Trio: A music program for families November 3, 2002

Semenya McCord: Jazz concert for all ages on January 5, 2003.

Leeny Del Seamonds/Winter Magic Tales: Magical folk tales, stories and story songs from around the world. Feb. 2, 2003

Mallory Bagwell:"Its All In How You Say It" March 2, 2003

Respectfully submitted,

Mary Gallant Co-Chair

Lizette Greaves Co-Chair

ANNUAL TOWN MEETING

May 11, 2002

At a legal meeting of the inhabitants of the Town of Westford, qualified by law to vote in Town affairs, held at the Westford Academy on Saturday, May 11, 2002, called to commence at 10:00 am, the following business was transacted:

Election officers, using voting lists, acted as tellers at the doors.

Ellen Harde, Town Moderator, called the meeting to order at 10:00 am.

It was voted unanimously to allow Town employees and consultants who are not residents to sit on Town Meeting floor and address the meeting.

It was voted unanimously to waive the reading of the words of the motions by the Moderator and accept the 40-page document, entitled "Motions, Annual Town Meeting, May 11, 2002."

ARTICLE I: ACCEPTANCE of TOWN REPORTS

It was voted unanimously that the Town accept the Reports of Town Officers, Boards and Committees for the calendar year 2001 as printed in the Town Report with the exception of the report of the Fire Department, which was incorrect. The correct version follows.

FIRE DEPARTMENT

Fire Sub-Station

We have finally moved into the George P. Rogers Fire Sub-Station just after Thanksgiving. The building is named after the previous Fire Chief and we'll be having an official dedication in the spring. This new facility gives us the opportunity to consolidate equipment from the two previous fire Sub-Stations and gives us much needed room. While we will still be working off our punch list of items and site work to be done, which may take us into the spring, we are operating out of this building. Our new community room seems to be very attractive to many groups and organizations, and we have improved our ability to provide training to the members of our department. I would like to again thank the Committee for all of your hard work and dedication to this project.

Training

Our training program for our department is broken into two divisions: Emergency Medical Services and Fire Services. Two Directors who continue to bring the best thought out and professional training to our community and our department head-up both of these divisions. I am pleased to announce that we'll be starting our fourth Firefighter I/II class in February, 2002 and we look forward to using our new training facility at the new sub-station for this highly regarded program. A special thank you to Bob Benoit (EMS) and David O'Keefe (FS) as well as all the instructors that assist them throughout the year to make our training program successful.

Student Awareness of Fire Education (S.A.F.E.)

The coordinators continue to work hard on this educational program that we have seen so much success with. Each year we are challenged with more competition in receiving the grant monies that are needed so desperately to continue this program. We were successful in receiving a grant for \$4,594.32 this year. I would like to thank the coordinators, Kevin Grebinar and Sue Smith for a job well done. I would also like to thank all the volunteers of the department and their families who

continue to be dedicated to this program in the schools and our very successful Fire Safety Day Camp, which everyone that attends learns about home and fire safety, as well as what to do in an emergency situation.

Staffing

As the Town and I continue to struggle to keep costs down to help alleviate the need for an increase in taxes, it is not without its challenges. I am striving to improve the response times to Graniteville, Forge Village and Parker Village. With the new fire Sub-Station completed, we are still faced with the need to staff that station. This will help reduce the response time for calls in the Forge/Graniteville sections. We had seen a vast decrease in the response time to calls in Nabnasset with the 24 hour a day staffing. However, we've found that we've increased the need for the Nabnasset crew to respond to the other areas of town due to the need for more personnel to cover those sections. As I continue to research alternate ways to keep costs down, staffing is needed in the new fire Sub-Station. Additional staffing will help to bring us to level of service that I feel is a necessity for our growing community.

Capital Program

This year we had an opportunity to replace the center station roof after 27 years and replace the skylights that have plagued our station with leaks for some time. We are also in the process of replacing our glass doors in the rear of the building and hopefully save on utility bills. In addition to these station improvements we have replaced a vehicle in the Forge/Graniteville station with a vehicle similar to the highway department, which is new for any type of fire service as it has interchangeable bodies that allow us to have one vehicle with the capability of allowing us to have one truck that is capable of numerous functions, which keeps costs down. Last year we were successful in acquiring a grant for \$30,898.00 that was used towards the purchase of our second Thermal Imaging Camera for the department as well as other safety equipment for our personnel. This year the state has indicated that they will again have this grant program for fire departments and if so, we are prepared to seek another grant under this program.

Thank You

I would like to thank my wife Kathy, and my daughters, Kayla and Maria, who are now 3 years old. I can't believe how fast the years are going by. Your continued support through these years has been inspiring. I would again like to take this opportunity to thank the department officers, the members of the department, and our office manager for all the hard work they do each and every day. In addition, I would also like to thank the area Chiefs and their members who respond to our needs unselfishly, the Town Manager and the department heads who always support our department. Lastly, while we still cannot help but sadly remember the community members that we lost during the Tragedy of September 11th, I cannot end this report without mentioning the loss of Cinder, the Fire Department's dog who lived at the Center Station for 14 years. Her love and affection for all the department members, as well as the children and people who came into her life will live in our hearts forever.

Respectfully Submitted,
Richard Rochon, Fire Chief

ARTICLE 2: PROPERTY TAX EXEMPTION

It was voted unanimously under the Consent Calendar that the Town accept the provisions of Chapter 73, section 4 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988 by providing for additional property exemptions for qualified residents who may be blind, elderly, surviving spouses or minors or are disabled veterans, and to increase the statutory exemption by 100%.

Selectmen Recommend Approval; Finance Committee Recommends Approval

ARTICLE 3: COMPENSATION PLAN AMENDMENT

A **MOTION** was duly made and seconded and following some discussion, it was voted to defer action on the Article until such time that the Board of Selectmen and Town Counsel can review the questions raised regarding the compensation plan as it relates to the personnel bylaw.

It was voted to take Articles 24 and 25 out of order.

ARTICLE 24: ACCEPTANCE OF ENTERPRISE LEGISLATION

It was voted that the Town accept the provision of Chapter 44 Section 53F 1/2 in order to establish an Ambulance Enterprise Fund to receive revenues received from Ambulance fees.

Selectmen Recommend Approval; Finance Committee Recommends Approval

ARTICLE 25: ACCEPTANCE OF ENTERPRISE LEGISLATION - Solid Waste

A **MOTION** was duly made and seconded that the town accept the provisions of Chapter 44, Section 53F1/2 in order to establish a Solid Waste Collection & Disposal Enterprise Fund to receive revenues received from trash collection fees; such establishment subject to a Fall ballot question.

Selectmen Recommend Approval; Finance Committee Does Not Recommend Approval As Worded

A **MOTION** to amend the Article to delete the wording "such establishment subject to a Fall ballot question." **FAILED** for lack of majority.

The **MAIN MOTION FAILED** for lack of majority.

Town Meeting then voted unanimously to adopt the following **RESOLUTION** presented by the School Committee:

Resolved to rename the Athletic Field at Westford Academy "Alumni Field" and to name the Elementary School on Mitchell Road the "Rita Edwards Miller" School. Mrs. Rita Edwards Miller was present to accept the honor.

ARTICLE 3: COMPENSATION PLAN AMENDMENT

An earlier **MOTION** was duly made and seconded, and it was voted to **AMEND** the Band for the Parks and Recreation Director from 6 to 4 and to amend the Band for the Water Treatment Plant Operator from 6 to 4, so that the final motion that passed unanimously read:

That the Town amend the Pay Classification Plan for non-unionized municipal employees, effective July 1, 2002 as follows:

PAY CLASSIFICATION PLAN - EFFECTIVE JULY 1, 2002

Position Title	MIN	MID	MAX	HOURLY CLASS. **	MIN	MAX
Fire Chief	\$67,590	\$81,320	\$96,691	Library Page	\$6.75	\$8.00
Police Chief	\$67,590	\$81,320	\$96,691	COA Lead Van Driver	\$13.00	\$15.99
Finance Director	\$62,007	\$74,063	\$88,704	COA Van Driver	\$8.25	\$14.00
Assistant Town Manager	\$56,887	\$67,949	\$81,380	COA Van Coordinator	eliminated	
Director, Human Resources	\$52,189	\$62,337	\$74,659	Senior Volunteer Worker	\$9.00	\$11.00
Library Director	\$52,189	\$62,337	\$74,659	Student Intern I	\$9.00	\$9.99
Water Superintendent	\$52,189	\$62,337	\$74,659	Student Intern II	\$10.00	\$10.99
Highway Superintendent	\$52,189	\$62,337	\$74,659	Student Intern III	\$11.00	\$11.99
Technology Director	\$52,189	\$62,337	\$74,659	Senior Aide Outreach Worker	\$10.00	\$12.99
Town Engineer	\$47,881	\$57,191	\$68,496	Receptionist/Senior Center	\$10.00	\$12.99
Town Accountant	\$47,881	\$57,191	\$68,496	Evening Supervisor/Senior Center	\$10.00	\$12.99
Principal Assessor	\$47,881	\$57,191	\$68,496	Registrar/Senior Center	\$10.00	\$12.99
Director, Environmental Services	\$47,881	\$57,191	\$68,496	Auxiliary Firefighter	NA(Flat Rate)	\$10.00
Director, Health Care Services	\$47,881	\$57,191	\$68,496	Call Firefighter	\$16.34	\$19.92
Parks and Recreation Director	\$42,750	\$51,062	\$61,157	Call Ambulance Attendant	\$16.34	\$18.03
Water Treatment Plant Operator	\$42,750	\$51,062	\$61,157	Call Fire Lieutenant	eliminated 11/1/01	
Building Commissioner	\$42,750	\$51,062	\$61,157	Call Fire Captain	eliminated 11/1/01	
Conservation Coordinator	\$42,750	\$51,062	\$61,157	Call Deputy Chief	eliminated 11/1/01	
Tax Collector	\$42,750	\$51,062	\$61,157			
Operations Administrator, Highway	\$42,750	\$51,062	\$61,157			
Assistant Library Director	\$42,750	\$51,062	\$61,157			
Director, Elder Services	\$42,750	\$51,062	\$61,157			
Community Center Director	\$42,750	\$51,062	\$61,157			
Business Manager, Water Department	\$42,750	\$51,062	\$61,157			
Benefits/HRIS Coordinator	\$42,750	\$51,062	\$61,157			
Town Clerk	\$42,750	\$51,062	\$61,157			
Senior Librarian	\$38,171	\$45,592	\$54,604			
Systems/Automation Manager, Library	\$38,171	\$45,592	\$54,604			
Public Health Nurse	\$38,171	\$45,592	\$54,604			
Social Worker	\$38,171	\$45,592	\$54,604			
Substance Abuse Services Coordinator	\$38,171	\$45,592	\$54,604			
Day Program Coordinator	\$38,171	\$45,592	\$54,604			
Administrative Assessor	\$38,171	\$45,592	\$54,604			
Assistant Building Commissioner	\$38,171	\$45,592	\$54,604			
Assistant Town Engineer	\$38,171	\$45,592	\$54,604			
Assistant Treasurer	\$38,171	\$45,592	\$54,604			
Environmental Analyst	\$38,171	\$45,592	\$54,604			
Health Agent	\$38,171	\$45,592	\$54,604			
Conservation Technician	\$38,171	\$45,592	\$54,604			
GIS Coordinator	\$38,171	\$45,592	\$54,604			
Town Planner	\$38,171	\$45,592	\$54,604			
Computer Technician	\$38,171	\$45,592	\$54,604			
Food Inspector	\$38,171	\$45,592	\$54,604			
Position Title	MIN	MID	MAX			

May 11, 2002 Annual Town Meeting

2	Assistant Tax Collector	\$34,080	\$40,708	\$48,754
2	Assistant Town Accountant	\$34,080	\$40,708	\$48,754
2	Assistant Recreation Director	\$34,080	\$40,708	\$48,754
2	Office Manager	\$34,080	\$40,708	\$48,754
2	Animal Control Officer	\$34,080	\$40,708	\$48,754
2	Admin. Secretary to the Town Manager	\$34,080	\$40,708	\$48,754
1	Administrative Assistant.	\$30,429	\$36,347	\$43,530
1	Finance Technician	\$30,429	\$36,347	\$43,530
1	Activities Coordinator	\$30,429	\$36,347	\$43,530
1	Planner 1	\$30,429	\$36,347	\$43,530

** Further hourly wages for temporary or seasonal employees will be compatible to, but not greater than, the wage rate provided noncontract employees.

Selectmen Recommend Approval; Finance Committee Recommends Approval

At 1:05 pm, prior to the final vote under Article 3, it was voted unanimously to adjourn for lunch and to reconvene at 2:05 pm.

Discussion continued under Article 3.

At 2:25 pm, prior to the final vote under Article 3, it was voted to adjourn the Annual Town Meeting until after the Special Town Meeting.

The Annual Town Meeting resumed at 3:20 pm with discussion continuing under Article 3.

A MOTION to DELETE the position of Benefits Coordinator FAILED for lack of majority.

A MOTION to AMEND the Band for the Human Resources Director from 6 to 4 FAILED for lack of majority.

A MOTION to AMEND the Band for Parks and Recreation Director from 4 to 5 FAILED for lack of majority.

Mr. Bob Shaffer reported on the activities of the Community Preservation Committee over the past year and announced that a Public Hearing would be held as part of the needs assessment phase of planning.

ARTICLE 4. FISCAL YEAR 2003 OPERATING BUDGET

It was voted that the Town adopt as separate appropriations the recommendations listed below for a total of SIXTY SIX MILLION FIVE HUNDRED SEVENTY ONE THOUSAND TWO HUNDRED TEN (\$66,571,210.00) DOLLARS for the operations and maintenance of Town Departments for the Fiscal Year July 1, 2002 through June 30, 2003, such sums to be expended for such purposes under the direction of the respective Town Officers, Boards, Committees, and that all items be raised and appropriated except for the following:

Department 171 Conservation Commission: \$8,000 shall be appropriated from Wetlands Protection Fees, Receipts Reserved for Appropriation.

Department 452 Water Enterprise: \$2,393,000 shall be appropriated from Water Revenue.

GENERAL GOVERNMENT

122	SELECTMEN		152	HUMAN RESOURCES	
	Personal Services	0		Personal Services	161,814
	Expenses	6,900		Expenses	374,274
	Capital	0		(Transfers out)	
	TOTAL 122	6,900		Capital	0
				TOTAL 152	536,088
123	TOWN MANAGER		153	CENTREX PHONE SYSTEM	
	Personal Services	223,256		Personal Services	0
	Expenses	21,100		Expenses	0
	Capital	0		Capital	0
	TOTAL 123	244,356		TOTAL 153	0
131	FINANCE COMMITTEE		155	TECHNOLOGY	
	Personal Services	0		Personal Services	185,470
	Expenses	9,754		Expenses	470,078
	Capital	0		Capital	0
	Reserve Fund	92,000		TOTAL 155	655,548
	(Transfers out)	0	161	TOWN CLERK	
	TOTAL 131	101,754		Personal Services	121,947
132	FINANCE DEPARTMENT			Expenses	25,277
	Personal Services	120,844		Capital	0
	Expenses	10,464		TOTAL 161	147,224
	Capital	0	170	PERMITTING DEPARTMENT	
	Audit	19,000		Personal Services	51,199
	TOTAL 132	150,308		Expenses	8,500
133	TOWN ACCOUNTANT			Capital	0
	Personal Services	144,202		TOTAL 170	59,699
	Expenses	27,739	171	CONSERVATION COMMISSION	
	Capital	0		Personal Services	98,905
	TOTAL 133	171,941		Expenses	16,338
141	BOARD OF ASSESSORS			Capital	0
	Personal Services	175,360		TOTAL 171	115,243
	Expenses	36,300	174	PLANNING BOARD	
	Capital	0		Personal Services	73,680
	TOTAL 141	211,660		Expenses	117,706
145	TAX COLLECTOR			Capital	0
	Personal Services	126,674		TOTAL 174	191,386
	Expenses	87,601	176	ZONING BOARD OF APPEALS	
	Capital	0		Personal Services	0
	TOTAL 145	214,275		Expenses	4,446
151	TOWN COUNSEL			Capital	0
	Personal Services	0		TOTAL 176	4,446
	Expenses	93,850	184	CATV	
	Capital	0		Personal Services	0
	TOTAL 151	93,850			

	Expenses	99
	Capital	0
	TOTAL 184	99
189	GIS	
	Personal Services	0
	Expenses	0
	Capital	0
	TOTAL 189	0
192	TOWN HALL MAINTENANCE	
	Personal Services	30,775
	Expenses	90,761
	Capital	0
	TOTAL 192	121,536
TOTAL GENERAL		3,026,313
GOVERNMENT		
PUBLIC SAFETY		
210	POLICE DEPARTMENT	
	Personal Services	3,086,121
	Expenses	305,411
	Capital	0
	Offset	0
	TOTAL 210	3,391,532
220	FIRE DEPARTMENT	
	Personal Services	2,143,070
	Expenses	209,065
	Capital	0
	TOTAL 220	2,352,135
241	BUILDING DEPARTMENT	
	Personal Services	218,752
	Expenses	36,336
	Capital	0
	TOTAL 241	255,088
244	SEALER WGHTS/MEASURE	
	Personal Services	1,000
	Expenses	581
	Capital	0
	TOTAL 244	1,581
291	EMERGENCY MANAGEMENT	
	Personal Services	2,000
	Expenses	5,009
	Capital	0
	TOTAL 291	7,009

292	ANIMAL CONTROL	
	Personal Services	72,542
	Expenses	11,246
	Capital	0
	Offset*	(52,000)
	TOTAL 292	31,788
294	TREE WARDEN	
	Personal Services	2,000
	Expenses	39,492
	Capital	0
	TOTAL 294	41,492
TOTAL PUBLIC SAFETY		6,080,625

EDUCATION

305	WESTFORD PUBLIC SCHOOLS	
	Personal Services	
	Expenses	
	Capital	
	TOTAL 305	33,353,376
310	NASHOBA TECH	
	Personal Services	
	Expenses	
	Capital	
	TOTAL 305	384,169
TOTAL EDUCATION		33,737,545

PUBLIC WORKS

421	HIGHWAY DEPARTMENT	
	Personal Services	1,225,280
	Expenses	916,815
	Capital	0
	TOTAL 421	2,142,095
431	SOLID WASTE/RECYCLE	
	Personal Services	0
	Solid Waste	1,641,710
	Expenses	
	Recycling Expenses	178,000
	Capital	0
	Offset/Revolving	(31,500)
	TOTAL 431	1,788,210
491	CEMETERY DEPARTMENT	
	Personal Services	0
	Expenses	20,370
	Capital	0
	TOTAL 491	20,370
TOTAL PUBLIC WORKS		3,950,675

HEALTH & HUMAN SERVICES

510	BOARD OF HEALTH	
	Personal Services	248,968
	Expenses	65,498
	Capital	0
	TOTAL 510	314,466
539	ADULT SUPPORTIVE DAY CARE	
	Personal Services	60,919
	Expenses	5,305
	Capital	0
	TOTAL 540	66,224
540	SENIOR CENTER	
	Personal Services	56,370
	Expenses	48,717
	Capital	0
	TOTAL 540	105,087
541	COUNCIL ON AGING	
	Personal Services	144,114
	Expenses	48,627
	Capital	0
	TOTAL 541	192,741
542	VETERANS SERVICES	
	Personal Services	20,000
	Expenses	29,395
	Capital	0
	TOTAL 543	49,395

TOTAL HEALTH & HUMAN SVCS 727,913

CULTURE & RECREATION

610	LIBRARY	
	Personal Services	798,757
	Expenses	289,125
	Capital	0
	TOTAL 610	1,087,882
630	RECREATION	
	Personal Services	168,818
	Expenses	32,139
	Capital	0
	Offset/Revolving	0
	TOTAL 630	200,957
650	PARKS	
	Personal Services	225,000
	Expenses	216,021
	Offset	(200,000)

Capital 0
TOTAL 650 241,021

670	HISTORICAL COMMISSION	
	Personal Services	0
	Expenses	12,250
	Capital	0
	TOTAL 670	12,250

673	ROUDENBUSH COMM CTR	
	Personal Services	92,634
	Expenses	0
	Capital	0
	Offset	(55,455)
	TOTAL 673	37,179

692	MEMORIAL DAY CELEBRATION	
	Personal Services	0
	Expenses	2,964
	Capital	0
	TOTAL 692	2,964

693	CULTURAL COUNCIL	
	Personal Services	0
	Expenses	2,964
	Capital	0
	TOTAL 692	2,964

TOTAL CULTURE & RECREATION 1,585,217

DEBT SERVICE

910	DEBT SERVICE	
	Principal & Interest	10,827,121
	TOTAL 910	10,827,121

TOTALS FOR DEBT SERVICE 10,827,121

UNCLASSIFIED

911	EMPLOYEE BENEFITS & INSURANCE	
	Expenses	4,242,801
	TOTAL 910	4,242,801

TOTAL UNCLASSIFIED 4,242,801

TOTAL GENERAL FUND 64,178,210

WATER ENTERPRISE FUND			GENERAL	3,026,313
452	WATER		GOVERNMENT	
	ENTERPRISE		PUBLIC SAFETY	6,080,625
	Personal Services	747,456	EDUCATION	33,737,545
	Expenses	1,383,215	PUBLIC WORKS	3,950,675
	Capital	262,329	HEALTH & HUMAN	727,913
	TOTAL 4510	2,393,000	SERVICES	
			CULTURE &	1,585,217
			RECREATION	
			DEBT SERVICE	10,827,121
			UNCLASSIFIED	4,242,801
			WATER ENTERPRISE	2,393,000
			FUND	
			TOTAL ARTICLE 4	66,571,210
TOTAL WATER ENTERPRISE FUND				
APPROPRIATION SUMMARY -				

Selectmen Recommend Approval; Finance Committee Recommends Approval

A MOTION was duly made and seconded to vote on the budget as printed in the warrant, described as Column A in the handout. The MOTION FAILED for lack of majority.

A MOTION was duly made and seconded to increase the amount of the Selectmen's budget by \$500.00 to \$7,400.00 under expenses to cover the cost of photocopying material for the Selectmen. The MOTION FAILED for lack of majority.

A MOTION was duly made and seconded to reduce the amount funded for Technology expenses down by \$100,000 to \$370,078. The MOTION FAILED for lack of majority.

A MOTION was duly made and seconded to reduce the figure in the water enterprise fund by \$15,000 to \$732,456. The MOTION FAILED for lack of majority.

The vote on the Technology line item was continued during the adjourned session of Town Meeting, where

A MOTION was made and seconded to reduce the Technology budget by \$100,000 to allocate to the School Department Technology program. The MOTION FAILED for lack of majority.

A MOTION was duly made and seconded to delete \$34,000 from the Personal Services line item in the Technology Budget and to use the School Technical Services Director for this year. The MOTION FAILED for lack of majority.

A MOTION was made and seconded to eliminate the ½ time position from the Technology budget. The MOTION FAILED for lack of majority.

The vote on the Technology line item under ARTICLE 4 passed by a majority vote.

Town Meeting observed a moment of silence in memory of Mr. Herve Cote who served the Town as Water Commissioner from 1958 until 1991. Condolences were extended to his wife Mary.

Town Meeting voted to adopt the following RESOLUTION:

Resolved that the Board of Selectmen and the Town Manager are hereby charged by Town Meeting to advertise all Town appointed positions diligently within the Town, as well as elsewhere, to ensure that as many Westford residents as possible will apply. For all appointed positions, the most qualified applicant shall be hired to serve the Town, with full consideration given to residency and/or other community connections as qualifying factors.

ARTICLE 5: FISCAL YEAR 2002 SUPPLEMENTAL APPROPRIATIONS

It was voted unanimously under the Consent Calendar that the town appropriate from Free Cash the sum of SEVENTY THOUSAND (\$70,000) DOLLARS to supplement the operating budget for Department 151, Town Counsel, Expenses, for the Fiscal Year ending June 30, 2002.

Selectmen Recommend Approval; Finance Committee Recommends Approval

ARTICLE 6: FISCAL YEAR 2002 TRANSFERS

It was voted unanimously under the Consent Calendar that the Town transfer the sum of TWENTY THREE THOUSAND THREE HUNDRED (\$23,300) DOLLARS from and to the following accounts in the following amounts for Fiscal Year 2002:

\$1,300 from Teacher's Early Retirement Assessment, Article 5 Annual Town Meeting, May 5, 2001 to Department 123 Town Manager, Expenses.

\$22,000 from Teacher's Early Retirement Assessment, Article 5 Annual Town Meeting, May 5, 2001 to Department 192 Town Hall Maintenance, Expenses.

Selectmen Recommend Approval; Finance Committee Recommends Approval

ARTICLE 7: ANIMAL CONTROL OFFICER REVOLVING FUND

It was voted unanimously under the Consent Calendar that the Town amend the Fiscal Year 2002, Animal Control Officer revolving fund to permit the use of said fund for the purpose of supplementing operating expenses.

Selectmen Recommend Approval; Finance Committee Recommends Approval

ARTICLE 8: TEACHER'S EARLY RETIREMENT

It was voted under the Consent Calendar that the Town DISMISS Article 8, relative to Teacher's Early Retirement.

Selectmen Recommend Dismissal; Finance Committee Recommends Dismissal

ARTICLE 9: REVOLVING FUNDS

It was voted unanimously under the Consent Calendar that the Town, pursuant to Mass. General Laws (MGL), Chapter 44, Section 53E(1/2), establish revolving funds for the following departments for the specific purposes outlined below for the fiscal year beginning July 1, 2002 and ending June 30, 2003:

A. Council On Aging – Adult Supportive Day Care Center

Fees received for the Supportive Day Care Program for the purpose of program maintenance and the hiring of necessary personnel and consulting services, said expenditures to be approved by the Council on Aging; and not to exceed SIXTY THOUSAND (\$60,000) DOLLARS during Fiscal Year 2003.

B. Recycling Commission

Revenues received from the sale of recycled materials to meet the expenses of the recycling program, said expenditures to be approved by the Recycling Commission; and not to exceed THIRTY ONE THOUSAND FIVE HUNDRED (\$31,500) DOLLARS during fiscal year 2003.

C. Recreation Commission-Programs

Fees received for recreation programs for the purpose of program maintenance and the hiring of necessary personnel and consulting services, said expenditures to be approved by the Recreation Commission and not to exceed ONE HUNDRED THOUSAND (\$100,000) DOLLARS during fiscal year 2003.

D. Recreation Commission-Field Maintenance

Fees received for Field Rental for the purpose of field maintenance and related hiring of necessary personnel and consulting services, said expenditures to be approved by the Recreation Commission and not to exceed THREE HUNDRED THOUSAND (\$300,000) DOLLARS during fiscal year 2003.

Selectmen Recommend Approval; Finance Committee Recommends Approval

ARTICLE 10: CONSERVATION EXPENDABLE TRUST

It was voted to dismiss this article and request the Selectmen bring the matter to the fall Town Meeting.

ARTICLE 11: HIGHWAY DEPARTMENT CHAPTER 90 FUNDS

It was voted unanimously that the Town appropriate the sum of TWO HUNDRED AND NINE THOUSAND, TWENTY-EIGHT DOLLARS AND NINE CENTS (\$209,028.09) from the proceeds due the town under the provisions of Chapter 53 of the Acts of 1999 and Chapter 150 of the Acts of 2000.

Selectmen Recommend Approval; Finance Committee Recommends Approval

ARTICLE 12: EARLY RETIREMENT

It was voted to postpone discussion of this article until legislation had passed to provide the basis for this article. At the end of the final session the legislation was still pending, so it was voted to dismiss this article.

ARTICLE 13: HEALTH INSURANCE INCREASE FOR TOWN EMPLOYEES

It was voted that the Town accept the provisions of Mass. General Laws, Chapter 32B, Section 7A, which allows the Town to pay a subsidiary or additional rate above fifty percent of a premium for contributory group life and health insurance for employees in the service to the town and their dependents, and to authorize the Board of Selectmen to negotiate the terms of such rate increase.

Selectmen Recommend Approval; Finance Committee Does Not Recommend Approval

ARTICLE 14: HEALTH INSURANCE INCREASE FOR RETIRED TOWN EMPLOYEES

It was voted that the Town accept the provisions of Mass. General Laws, Chapter 32B, Section 9E, which allows the Town to pay a subsidiary or additional rate above fifty percent of a premium for contributory group life, hospital, surgical, medical, dental and other health insurance for employees retired from the service of the town, and their dependents, and to authorize the Board of Selectmen to negotiate the terms of such rate increase.

Selectmen Recommend Approval; Finance Committee Does Not Recommend Approval

ARTICLE 15: PAYMENT OF BACK TAXES

It was voted unanimously under the Consent Calendar that the Town raise and appropriate the sum of THREE THOUSAND FIVE HUNDRED ONE (\$3,501) DOLLARS for the payment of back taxes on two parcels of land shown as Assessors Map 23, Parcel 15.2, gifted to the Town at the May 5, 2001 Annual Town Meeting, and Assessors Map 47, Parcel 45.15, gifted to the Town at the November 13, 2001 Special Town Meeting.

Selectmen Recommend Approval; Finance Committee Recommends Approval

ARTICLE 16: SUPERFUND SITE SETTLEMENT-BEED WASTE

It was voted unanimously under the Consent Calendar that the Town raise and appropriate the sum of NINE THOUSAND NINETY FOUR (\$9,094) DOLLARS, to settle the Town's obligations with the Environmental Protection Agency at the Beede Waste Oil Superfund site.

Selectmen Recommend Approval; Finance Committee Recommends Approval

At 6:00 pm it was voted to adjourn the Annual Town Meeting to Monday, May 13, 2002 at 7:00pm.

ADJOURNED ANNUAL TOWN MEETING

Monday, May 13, 2002

Ellen Harde, Town Moderator called the meeting to order at 7:00 pm.

ARTICLE 17: Capital Requests

A **MOTION** was duly made and seconded, and it was voted to **AMEND** the capital request from the Police Department from 167,825 to 145,825, so that the final motion that passed by a two-thirds vote read:

That the town appropriate from the Stabilization Fund the sum of ONE MILLION, THREE HUNDRED NINETY-FIVE THOUSAND, FOUR HUNDRED NINETY FIVE (\$1,395,495) DOLLARS to provide for the capital requests of the following town departments in the following amounts:

Technology	\$400,000
Town Clerk	4,000
Conservation Commission	35,000
Town Hall	11,000
Police Department	145,825
Fire Department	154,600
Emergency Management	11,000
Highway Department	238,000
Solid Waste	125,000
Cemetery Department	10,500
Council on Aging	30,000
Library	20,070
Recreation Department	210,500

Selectmen Recommend Approval; Finance Committee Recommends Approval

A **MOTION** was duly made and seconded to reduce the amount of the Technology Capital from \$400,000 to \$200,000. The **MOTION FAILED** for lack of majority.

A **MOTION** was duly made and seconded to **DISMISS** Article 17 until the fall Town Meeting. The **MOTION FAILED** for lack of majority.

A **MOTION** was duly made and seconded to reduce the amount of the Recreation Department capital from \$210,500 to \$100,000. The **MOTION FAILED** for lack of majority.

ARTICLE 18: School Building And Facility Repairs

It was voted by a two-thirds majority that the Town appropriate the sum of ONE MILLION (\$1,000,000) DOLLARS to pay for the costs of repairs and renovations to various school buildings and facilities, including all costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said amount under and pursuant to Chapter 44 Section 7(3) and (3A) or any other applicable statute.

Selectmen Recommend Approval; Finance Committee Recommends Approval

ARTICLE 19: WATER TREATMENT PLANTS - FURNITURE & EQUIPMENT

It was voted that the Town appropriate the sum of ONE HUNDRED FIFTY THOUSAND (\$150,000) DOLLARS from Water Enterprise Available Funds for the purpose of purchasing furniture, signage, telephones, computers, and other related items for two new water treatment facilities.

Selectmen Recommend Approval; Finance Committee Recommends Approval

ARTICLE 20: CONSTRUCTION OF TWO ELEMENTARY SCHOOLS - SUPPLEMENTAL APPROPRIATIONS

It was voted by a two-thirds majority that the Town appropriate an additional sum of ONE MILLION (\$1,000,000) DOLLARS, to be expended at the direction of the Permanent School Building Committee, to pay additional costs for the construction, original equipping and furnishing of two new elementary schools, one located at the Greystone site and the other on the Hartford Road site, to meet the School Department's K-5 needs, including site development and all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7, and Chapter 70B of the General Laws, or any other enabling authority, and to issue bonds or notes of the Town therefor, and further, that the Permanent School Building Committee is hereby authorized to enter into any and all contracts in connection therewith.

Selectmen Recommend Approval; Finance Committee Recommends Approval

ARTICLE 21: Brookside Mill Condominium Directive / By Petition

It was voted to dismiss this article.

It was voted to take Article 23 out of order.

ARTICLE 23: RESCIND MAY 5, 2001, ANNUAL TOWN MEETING ARTICLE

It was voted unanimously that the Town rescind the appropriation of \$150,000 for the acquisition of three (3) affordable, rental units, and the reduction in market cost of five (5) affordable units for home ownership at the Brookside Mill, as authorized by Article 13, "Brookside Mill," approved at the May 5, 2001 Annual Town Meeting.

Selectmen Recommend Approval; Finance Committee Recommends Approval

ARTICLE 22: Brookside Mill

It was voted that the Town raise and appropriate the sum of ONE HUNDRED FIFTY THOUSAND (\$150,000) DOLLARS for the installation of public improvements and waiver of Building Department fees associated with the Brookside Mill, said expenditure is to be contingent upon the inclusion of a 9th affordable, rental unit within the project.

Selectmen Recommend Approval; Finance Committee Does Not Recommend Approval

Articles 24 & 25 were taken out of order prior to the main discussion under Article 3.

ARTICLE 26: FIRE TRUCK LEASE OPTION

It was voted under the Consent Calendar that the Town acquire by lease, in accordance with the provisions of Mass. General Laws, Chapter 40, Section 4, and/or any other enabling authority, a ladder truck for use by the Westford Fire Department.

Selectmen Recommend Approval; Finance Committee Recommends Approval

ARTICLE 27: TAX RELIEF FOR LONG TIME RESIDENTS OF WESTFORD / By PETITION*

A **MOTION** was duly made and seconded, and it was voted to **AMEND** the text in sections 146.1 and 146.5, so that the final motion that passed by a majority vote read:

That the Town amend the Town of Westford's Administrative By-laws by adding the following, as Chapter 146 and to be entitled "Senior Citizen Property Tax Relief Program":

Section 146.1 Tax Levy Cap Criteria.

The property tax levy for the primary residence and residential lot on which the residence is situated for any Westford homeowner, who is 65 years of age or older and has owned and occupied said residence as a domicile for not less than 10 years, is capped at the calculated tax levy of said property on January 1 of the year that the application to the program is first approved.

Section 146.2 Assessments and Tax Rate Changes Recalculation.

The assessments and tax rate changes of senior qualified properties shall be recalculated on an annual basis. The lesser of the calculations will prevail as the property tax levy for that year.

Section 146.3 Participation Nullified.

Participation in this program is nullified when the homeowner who is 65 or older moves permanently from the property or the property is sold and deeded to a new owner.

Section 146.4 Application.

Application to the Board of Assessors is required in order to take part in this tax relief program. The Board of Assessors shall have responsibility for creating a simple application, and overseeing the administration of the program.

Section 146.5 Income and Asset Requirements.

Applicants must meet income and asset requirements of this program as follows:

Income:	Married	\$60,000
	Single	\$50,000

Assets (not including primary residence and one motor vehicle registered to property owner):
\$75,000

Participation in this program does not disqualify any resident from tax relief offered by any section of Chapter 59 or any other applicable provision of the Mass. General Laws.

Section 146.6 Tax Reduction Not Considered Income.

In no instance shall the amount by which this program reduces a person's property tax liability be considered income for the purpose of taxation.

* This article was disallowed by the Attorney General's Office.

Section 146.7 Effective Date.

This program shall begin July 1, 2002 with the property tax levy capped at its January 1, 2002 levy.

Selectmen Recommend Approval; Finance Committee Recommends Approval

ARTICLE 28: TAX RELIEF FOR LONG TIME RESIDENTS OF WESTFORD

It was voted to postpone the vote under this article until the Senior Tax Relief Committee had time to decide on its position. Following the vote under Article 31, the following was voted under Article 28:

A **MOTION** was duly made and seconded, and it was voted to **AMEND** the Article to include all the wording as adopted under Article 27, so that the final motion that passed by a majority vote read:

That the Town authorize the Board of Selectmen to petition the Great and General Court to enact the following special act:

Notwithstanding the provisions of Chapter 59 of the General Laws or any other law pertaining thereto, the Board of Assessors of the Town of Westford shall upon application, cap the property tax levy at the calculated tax levy of said property on January 1 of the year that the application to the program is first made, for any resident who is 65 years of age, as of the year of application, or older and who has been a resident for at least 10 years in the Town of Westford and paying property tax in the Town of Westford for at least 10 years and utilizes said property as a principal residence.

Section 146.1 Tax Levy Cap Criteria.

The property tax levy for the primary residence and residential lot on which the residence is situated for any Westford homeowner, who is 65 years of age or older and has owned and occupied said residence as a domicile for not less than 10 years, is capped at the calculated tax levy of said property on January 1 of the year that the application to the program is first approved.

Section 146.2 Assessments and Tax Rate Changes Recalculation.

The assessments and tax rate changes of senior qualified properties shall be recalculated on an annual basis. The lesser of the calculations will prevail as the property tax levy for that year.

Section 146.3 Participation Nullified.

Participation in this program is nullified when the homeowner who is 65 or older moves permanently from the property or the property is sold and deeded to a new owner.

Section 146.4 Application.

Application to the Board of Assessors is required in order to take part in this tax relief program. The Board of Assessors shall have responsibility for creating a simple application, and overseeing the administration of the program.

Section 146.5 Income and Asset Requirements.

Applicants must meet income and asset requirements of this program as follows:

Income:	Married	\$60,000
	Single	\$50,000

Assets (not including primary residence and one motor vehicle registered to property owner):
\$75,000

Participation in this program does not disqualify any resident from tax relief offered by any section of Chapter 59 or any other applicable provision of the Mass. General Laws.

Section 146.6 Tax Reduction Not Considered Income.

In no instance shall the amount by which this program reduces a person's property tax liability be considered income for the purpose of taxation.

Section 146.7 Effective Date.

This program shall begin July 1, 2002 with the property tax levy capped at its January 1, 2002 levy.

Selectmen Recommend Approval; Finance Committee Recommends Approval

ARTICLE 29: SCENIC ROAD BYLAW AMENDMENT

It was voted unanimously that the Town amend Section 145, Scenic Roads, sub-section 3C, of the Bylaws of the Town of Westford to add Old Lowell and Vose Roads to the list of designated scenic roads.

Selectmen Recommend Approval; Finance Committee Recommends Approval

ARTICLE 30: TOWN GENERAL BYLAW AMENDMENT

A **MOTION** was duly made and seconded that the Town amend the Bylaws of the Town of Westford by adopting the following changes to the various sections as shown below, with additions appearing as underlined text and deletions indicated by the placement of a line through the affected word(s); and it was voted to **AMEND** sections 1.2, 1.4 of Chapter 1 and section 68.4 of Chapter 68, so that the final motion that passed by a two-thirds vote read:

Chapter 1: ~~General Provisions~~ Penalties for Violating Bylaws and Regulations

[Adopted 2-17-47 ATM Art. 35. Replaced 5-11-87 Adj. ATM Art. 17. Amendments noted where applicable.]

§ 1.1. ~~General penalty~~ Violations. [Amended 3-9-68 ATM Art. 36; 3-18-91 Adj. STM Art. 7]

Violation of the following bylaw and regulations sections may be enforced in the manner provided in Massachusetts General Laws chapter 40, section 21D, as the same now is or may hereafter be amended or supplemented. For the purpose of this ~~article~~ chapter, the specific penalty which is to apply for violation of each such section shall be as listed below and that, in addition to police officers who shall in all cases be considered enforcing persons for the purpose of this article, the municipal personnel listed for each section, if any, shall also be enforcing persons for such sections.

§ 1.2 Enforcement. [Adopted 5-10-86 ATM Art. 12]

A. Any Town board or official taking cognizance of a violation of a specific ordinance, bylaw, rule or regulation which he/she is empowered to enforce, herein referred to as the "enforcing person," as an alternative to initiating criminal proceedings, may give the offender a notice of violation and the opportunity to dispose of the violation utilizing the non-criminal proceedings and procedures provided for in Massachusetts General Laws chapter 40, section 21D.

B. Nothing contained in this chapter shall be construed as affecting the option or discretion of the enforcing municipal personnel to seek injunctive relief or to initiate criminal proceedings as authorized by any provisions of the Massachusetts General Laws.

§ 1.3 Separate offenses.

Each day on which any violation exists shall be deemed to be a separate offense.

§ 1.4 Penalties and enforcement enforcing persons for violation of bylaws or regulations.

[Replaced 5-22-89 Adj. ATM Art. 49. Amended 3-18-91 Adj. STM Art. 7; 5-7-94 ATM Art. 10; 11-13-95 STM Art. 9; 5-8-99 ATM Art. 24; 5-8-2000 Adj. STM Art. 1; 11-13-01 STM Art. 9]

Chapter	Enforcing persons	Offense	Fine
Chapter 58: Alcoholic Beverages	<u>Chief of Police</u>	1st and each subsequent offense	\$50
Chapter 61: Hazardous Materials Storage	Board of Health	1st and each subsequent offense	\$300
Chapter 68: Numbering of Buildings	Board of Selectmen	1st and each subsequent offense	\$25
Chapter 84.3: Dogs	Dog Officer	1st offense 2nd offense 3rd and each subsequent offense	\$10 \$25 \$50
Chapter 84.6: <u>Nuisance dogs</u>	<u>Dog Officer</u>	<u>1st offense</u> <u>2nd offense</u> <u>3rd offense</u> <u>4th and each subsequent offense</u>	<u>warning</u> <u>\$25</u> <u>\$50</u> <u>\$100</u>
Chapter 90: Earth Removal	Building Inspector <u>Commissioner</u>	1st offense 2nd offense 3rd and each subsequent offense	\$100 \$300 \$300
Chapter 95: Firearms	<u>Chief of Police</u>	1st offense 2nd offense 3rd and each subsequent offense	\$100 \$200 \$300
Chapter 96: Fire Lanes	Fire Chief	1st and each subsequent offense Leaving motor vehicles in private ways: each offense	\$100 \$100
Chapter 114: Junk Dealers	Building Inspector <u>Commissioner</u>	1st and each subsequent offense	\$50
Chapter 132: Plumbing Standards	Plumbing Inspector		
§ 132.24. License required		1st and each subsequent offense	\$100
§ 132.5. Special wastes & traps		1st and each subsequent offense	\$50
Chapter 136: Public Safety	Building Inspector <u>Commissioner</u>		
§ 136.1. Excavated land		1st offense 2nd offense 3rd and each subsequent offense	\$50 \$100 \$200
§ 136.2. Abandoned well or cesspool		1st offense 2nd and each subsequent offense	\$100 \$500
§ 136.3. Refrigerators/iceboxes		1st and each subsequent offense	\$50
§ 136.4. Swimming pools		1st and each subsequent offense	\$50
Chapter 148: Streets and Sidewalks	Selectmen	1st and each subsequent offense	\$50
§ 148.1 – 148.11			
Chapter 157: Transient Merchants	<u>Chief of Police</u>	1st offense 2nd and each subsequent offense	\$100 \$200

Chapter	Enforcing persons	Offense	Fine
Chapter 160:	Conservation		
Trees and Plants	Commission		
Plants		1st and each subsequent offense	\$25
Trees		1st and each subsequent offense	\$50
Chapter 165:	Building Inspector	1st offense	Warning
Unregistered Vehicles	Commissioner	2nd offense	\$200
Junk Automobiles		3rd and each subsequent offense	\$300
Chapter 169:	Water Department	1st offense	\$50
Water	Superintendent.	2nd and each subsequent offense	\$100
Chapter 171:	Planning/	Failure to make required filing	
Wetlands	Conservation	with Conservation Commission	\$50
	Coordinator	Violation of Order of Conditions	\$100

Board of Health Regulations	Offense	Enforcing Person		Fine
§ 7.2 11b	Violation of regulations on the sale of tobacco products to minors by proprietor	Board of Health	1st and each subsequent offense	\$200 300
§ 11c	Violation of regulation on the sale of tobacco products to minors by employee	Board of Health	1st and each subsequent offense	\$300
§ 7.221	Violations of any provision of Rules and Regulations pertaining to massage therapy regulations	Board of Health	1st and each subsequent offense	\$200
§ 15.7	Body art without permit	Board of Health	Per day	\$1000
§ 15.8	Body art on minor without written consent by parent or legal guardian	Board of Health	Per violation/person	\$1000
§ 15.9	Performing tattooing/branding/scarification on anyone under 18	Board of Health	Per violation/person	\$1000
§ 7.2 123.014	Violations of any provision of Rules and Regulations pertaining to tanning regulations	Board of Health	1st offense	\$200
			2nd offense	\$1000
			Subsequent offenses	\$2000

Board of Health Regulations	Offense	Enforcing Person		Fine
§ 7-2 211.7	Violations of any provision of Rules and Regulations pertaining to floor drain regulations	<u>Board of Health</u>	1st offense 2nd offense Subsequent offenses	\$200 \$500 \$1000
§ 7-2 11a	Regulation on smoking in a non-smoking area	<u>Board of Health</u>	1st offense 2nd offense Subsequent offenses	\$25 \$50 \$100
§ 10.1	Smoking in non-smoking area		Per-offense	\$25
§ 10.2	Violations of regulations on sale and distribution of tobacco products		Per-offense	\$200

Conservation Regulations	Commission	Enforcing persons	Offense	Fine
Use of conservation land		Planning/Conservation Coordinator	1st offense Subsequent offenses	\$25\$100

§ 1.2. Amendment of bylaws. [Amended 3-11-57 Adj. ATM Art. 32(26)]*

These bylaws may be amended at any Town Meeting, an article or articles for such purpose having been inserted in the warrant for the meeting. For purposes of these bylaws the repeal of a bylaw or the adoption of a new bylaw shall be deemed an amendment of the bylaws.

§ 1.3. Approval and publication of amendments. [Amended 3-11-57 Adj. ATM Art. 32(26); 3-19-60 Adj. ATM Art. 36; 5-5-79 ATM Art. 11]

Any amendment to these bylaws shall go into effect upon its acceptance by the Town and its approval in the manner required by law, and upon its publication at least two times in one or more newspapers, if any, published in the Town, otherwise in one or more newspapers published in the County, and all bylaws or votes of the Town inconsistent therewith shall thereupon be repealed.

§ 1.4. Non criminal disposition of violations; authority. [Adopted 5-10-86 ATM Art. 12]*

Any Town board or official taking cognizance of a violation of a specific ordinance, bylaw, rule or regulation which he/she is empowered to enforce, hereinafter referred to as the "enforcing person," as an alternative to initiating criminal proceedings, may give the offender a notice of violation and the opportunity to dispose of the violation utilizing the non-criminal proceedings and procedures provided for in chapter 40, section 21D of the Massachusetts General Laws.

* Sections 1.2 & 1.3 have been moved to become Chapter 175: Amendments.

+ Section 1.4 has been moved to become part of §1.2 above.

Chapter 3: Assessors

[Adopted 3-9-57 ATM Art. 32. Amendments noted where applicable.]

§ 3.1.. ~~Responsibility for list of taxable property.~~ Assessors' Duties [Amended 3-18-61 ATM Art. 27]

~~The Assessors, in addition to such other duties as are required by law, shall every 5 years, beginning in 1960, cause to be printed and made available to the taxpayers a complete list of real property subject to assessment, together with the owners thereof and the amount for which the property is assessed.~~

The duties of the Board of Assessors, Principal Assessor, Administrative Assessor, and Assessor's office shall be in full compliance with Massachusetts General Laws chapter 59. The assessor's office shall be responsible, as required by law, to make available annually a list of taxable property.

Chapter 7: Board of Health

[Adopted 2-17-47 ATM Art. 35. Amendments noted were applicable.]

§ 7.1. Annual Report.

The Board of Health shall annually ~~make~~ prepare a report to be printed in the Annual Town Report, showing in detail the statistics of the health and sanitary condition of the Town, with recommendations for its improvement, together with a full and comprehensive statement of its work and that of its appointees, during the previous year.

§ 7.2. Authority to make and publish regulations.

The Board shall make and publish such regulations as it deems necessary for public health and safety, and from time to time shall cause said rules and regulations to be printed in a form suitable for public distribution.

§ 7.3. Authority to make appropriations.

~~They~~ The Board shall have charge of the appropriations for quarantine purposes, in addition to the regular health appropriation, and any special appropriation ~~which may be~~ made by the Town, which concern the health and sanitation of the Town, not specifically entrusted to any other department.

Chapter 16: Council on Aging

[Adopted 3-11-67 ATM Art. 21. Amendments noted where applicable.]

§ 16.1. Establishment; purpose.

There is hereby established a Council on Aging for the purpose of coordinating or carrying out programs designed to meet the problems of the aging in coordination with programs of the ~~Commission on Aging~~ Massachusetts Department of Elder Affairs established under ~~section 73 of chapter 6 of the~~ Massachusetts General Laws chapter 40, section 8B, as most recently amended, or as the same may be hereafter amended.

§ 16.2. Membership; terms. [Amended 5-9-92 ATM Art. 9]

The Council on Aging ~~established hereunder~~ shall consist of 7 members to be appointed by the Selectmen, and all of ~~said the~~ members shall be residents of the Town. When ~~said the~~ Council is first established 2 members shall be appointed for terms of 3 years each, 2 members shall be appointed for terms of 2 years each, and 3 members shall be appointed for a term of 3 years each; and their successors shall be appointed for terms of 3 years each. A vacancy occurring other than by expiration of term shall be filled in the same manner as the original appointment.

§ 16.3. Annual report.

The Council shall submit an annual report to the Town for inclusion in the Annual Reports and shall send a copy thereof to the ~~State Commission on Aging~~ Massachusetts Department of Elder Affairs.

§ 16.4. Appointments.

The Council may appoint such clerks and other employees as it may require.

Chapter 20: Fees

[Adopted 5-7-83 ATM Art. 27 and 5-10-86 ATM Art. 27. Amendments noted where applicable.]

§ 20.1. Disposition of fees.

All fees received by the Town Clerk by virtue of Massachusetts General Laws chapter 262, section 34 ~~and 34A~~, shall be paid into the Town treasury.

§ 20.2. Sealer of Weights and Measures fees.

Fees for the sealing of weighing and measuring devices within the Town of Westford are hereby established as set forth below:

A. Each scale with a weighing capacity equal to or greater than 10,000 lbs.	\$100
B. Each scale with a weighing capacity of 5,000 lbs. to 9,999 lbs.	\$50
C. Each scale with a weighing capacity of 1,000 lbs. to 4,999 lbs.	\$25
D. Each scale with a weighing capacity of 100 lbs. to 999 lbs.	\$15
E. Each scale or balance with a weighing capacity of 10 lbs. to 99 lbs.	\$10
F. Each scale or balance with a weighing capacity of less than 10 lbs.	\$5
G. Each liquid capacity measure, except vehicle tanks, of the capacity of more than 1 gallon and measures on pumps	\$5
H. Each liquid measuring meter, except water meters, the diameter of the inlet pipe of which is:	
1. one half inch or less	\$5
2. more than one half inch but less than one inch	\$10
3. for each such type of liquid measuring meter the diameter of which is more than one inch, the following shall apply:	
a. vehicle-tank pump	\$15
b. vehicle-tank gravity	\$30
c. bulk storage	\$50
d. bulk storage user furnished certified prover	\$20
I. Each taximeter or measuring device used upon vehicles to determine the cost of transportation	\$10

J. Each machine or other mechanical device used upon vehicles to determine the cost of transportation	\$10
K. Milk bottle or jars	\$4 per gross
L. Vehicle tanks used in the sale of commodities by liquid measures charged by each hundred gallons or fraction thereof	\$1. An additional fee of \$2 per sealed indicator shall be received
M. All weights and other measures	\$1 each

Chapter 35: Meetings of Elected Town Boards and Committees*
[Adopted 3-9-57 ATM Art. 32. Amendments noted where applicable.]

§ 35.1. Notice of meetings or cancellations.

No meeting of an ~~elected~~ a Town Bboard or Ccommittee shall be held or canceled unless each member thereof has received reasonable notice of such meeting or cancellation.

Chapter 42: Sale of Property
[Adopted 3-19-60 Adj. ATM Art. 37. Amendments noted where applicable.]

§ 42.1. Sale or transfer of certain Town property.

Any officer, board or committee in charge of a department of the Town may, with the approval of the Selectmen, sell and transfer at private sale any personal property of the Town within the care, custody, possession or control of ~~such the~~ department which has become obsolete or which is no longer required for further use by ~~such the~~ department and which does not, in the opinion of the Selectmen, exceed ~~two hundred dollars \$500~~ in value, ~~and such~~ The officer, board or committee, subject to ~~said the~~ approval of the Selectmen may, in the name and behalf of the Town, transfer by a good and sufficient bill of sale title to such property for ~~such a~~ sum and upon ~~such~~ terms as it or they shall determine.

Chapter 48: Tax Possession Sale Committee
[Adopted 9-17-85 STM Art. 18. Amendments noted where applicable.]

§ 48.1. Establishment; members.

There shall be a Tax Possession Sale Committee of 3 members, to be appointed by the ~~Moderator Board of Selectmen.~~

§ 48.2. Terms.

Members shall serve for 3-year terms each; provided, that of the individuals first appointed, one will serve for 1 year, one will serve for 2 years and one will serve for 3 years; and thereafter each member shall serve for 3 years. Terms shall start October 1, of each year.

* New bylaw made up of section previously numbered 51.12

§ 48.3. Vacancies.

A vacancy occurring other than by expiration of term shall be filled for the remainder of the term in the same manner as an original appointment.

§ 48.4. Residency requirements.

All members shall be residents of the Town.

§ 48.5. Responsibilities.

The Committee shall have the care, custody and control of all land acquired by the Town under the provisions of ~~chapter 60 of the~~ Massachusetts General Laws chapter 60, as the same may be amended from time to time, and may sell and convey such land at public or private sale on such terms and conditions as said Committee shall determine.

Chapter 51: Town Meetings*

[Adopted 2-11-24 ATM, as amended. Amendments noted where applicable.]

§ 51.1. ~~Date and time of Annual Town Election~~ Annual Town Meetings and Elections.

- A. **Date and time of Annual Town Elections.** [Amended 2-20-33 ATM Art. 13; 2-17-47 ATM Art. 35; 3-12-66 ATM Art. 36; 12-19-73 STM Art. 4. Replaced 10-2-90 STM Art. 10] The Annual Meeting for the election of Town officers and the determination of matters as by law or vote of the Town are required to be elected or determined by ballot shall be held on the first Tuesday of May each year. The polls shall be open at 7:00 A.M. and shall remain open until 8:00 P.M.
- B. **Date and time of Annual Town Meeting Business Meetings.** [Amended 2-17-47 ATM Art. 35; 7-16-64 STM Art. 8; 12-19-73 STM Art. 4] All other business of the Annual Town Meeting ~~except the election of such officers and the determination of such matters as by law or vote of the Town are required to be elected or determined by ballot~~, shall be considered at 10:00 A.M. on the Saturday following the Annual Town Election called at 10:00 A.M.
- C. **Notice of Annual Town Meetings.** [Amended 2-17-47 ATM Art. 35; 3-9-57 ATM Art. 32; 11-1-61 STM Art. 10. Replaced 11-15-00 Adj. STM Art. 24] The Board of Selectmen shall give notice of every Annual Town Meeting by posting an attested copy of the warrant at the Town Hall and each post office in Westford at least 14 days before the such meeting. ~~In addition to the above requirements, the Board of Selectmen shall give notice of every Special Town Meeting at least 14 days before such Special Town Meeting by publishing the time and place of such meeting in a newspaper of general circulation and by printing and mailing the same information to all residents of the Town. (Also see chapter 22, section 22.6.A.6 for the Finance Committee's duties regarding distribution to residents of its recommendations on the Annual Town Meeting warrant.) The Finance Committee shall print and distribute the warrant with the Finance Committee's recommendations to all residents of the Town at least 21 days prior to the Annual Town Meeting.~~

* replaces current Chapter 51.

- D. **Deadline for acceptance of warrant articles for Annual Town Meeting.** [Adopted 3-9-57 ATM Art. 32; amended 3-9-74 ATM Art. 41] The Selectmen shall not be required to accept any article for inclusion in the warrant for the Annual Meeting unless received by them on or before the ~~second~~ first Tuesday ~~after the first Monday~~ of March.

§ 51.2. Special Town Meetings.

- A. **Conduct Date and time of Special Town Meetings.** [Amended 2-17-47 ATM Art. 35; 3-9-57 ATM Art. 32; 11-21-91 STM Art. 5; 5-11-96 ATM Art. 24] Special Town Meetings may be called on any day not earlier than 7:30 P.M., except that on a Saturday a Special Town Meeting may be called at any time determined by the Board of Selectmen to be in the public interest and convenience.
- B. **Special Town Meeting quorum requirement.** [Amended 2-17-47 ATM Art. 35; 3-9-57 ATM Art. 32; 11-21-91 STM Art. 5; 5-11-96 ATM Art. 24] A quorum of 200 registered voters shall be required for the transaction of business at any Special Town Meeting, provided that a number less than the quorum may from time to time adjourn any meeting.
- C. **Notice of Special Town Meetings.** [Adopted 11-15-00 Adj. STM Art. 24] At least 14 days before every Special Town Meeting, the Board of Selectmen shall give notice by:
1. posting an attested copy of the warrant at the Town Hall and each post office in Westford
 2. publishing the warrant and the voter registration deadline in a newspaper of general circulation in the Town
 3. printing and distributing the warrant and the voter registration deadline to all residents of the Town.

§ 51.3. Entry and speaking restrictions. [Amended 2-17-47 ATM Art. 35; 3-9-57 ATM Art. 32]

~~At any all Town Meetings held for the transaction of Town business, no person whose name is not on the list of voters shall be permitted to address the meeting or shall be admitted to the floor of the hall, except those who may be invited by a two-thirds vote of the meeting assembled. It shall be the special duty of the police and election officers to enforce this law by use of the checklist voter list; but the same shall not apply to the state election, primaries or meetings for the election of Town officers or to. This shall not~~ be construed to prohibit press reporters from such admission. The Moderator shall determine the bounds of the floor of the hall.

§ 51.4. Official procedures to be followed. [Amended 2-17-47 ATM Art. 35; 3-9-57 ATM Art. 32; 5-8-99 ATM Art. 2]

The proceedings of Town Meetings shall be governed by the rules of practice contained in *Town Meeting Time, A Handbook of Parliamentary Law*, most recent edition, except as modified by law or these bylaws or except as the Moderator determines is not appropriate for a Town Meeting.

§ 51.5. Motions, amendments and votes. [Adopted 2-17-47 ATM Art. 35; amended 3-9-57 ATM Art. 32; 10-28-57 STM Art. 10; 5-13-97 Adj. ATM Art. 22]

Not more than 2 amendments to any motion shall be pending at any one time. A motion and amendments to a motion shall be voted upon in inverse order; provided that in any case in which 2 or more amounts of money have been presented for appropriation by motion and amendments thereto, the largest amount shall be voted upon first. All motions and amendments to motions shall be presented in writing, if the Moderator so requests. On matters requiring a two-thirds vote by statute, a count need not be taken unless the vote so declared as two-thirds by the Moderator is immediately questioned by 7 or more voters as provided in the Massachusetts General Laws, chapter 39, section 15.

§ 51.6. Secret ballots. [Adopted 3-9-57 ATM Art. 32]

Upon any motion or amendment to a motion, the Moderator, at the request of any 20 voters attending the meeting, shall direct that the vote be by secret written ballot. ~~Such ballots~~ Tellers may be collected ~~these~~ by hand ~~by tellers~~, and ballot boxes need not be used.

§ 51.7. Reconsideration of votes. [Adopted 3-10-62 ATM Art. 23]

No vote taken at any ~~Annual or Special~~ Town Meeting or at an adjourned session of any ~~such~~ meeting shall be reconsidered at any adjourned session of ~~such~~ the meeting, except upon the affirmative vote of two-thirds of the meeting ~~assembled~~.

§ 51.8. Committee appointments and reports. [Adopted 2-17-47 ATM Art. 35; amended 3-9-57 ATM Art. 32]

~~Committees and vacancies on such Committees shall be appointed by the Moderator~~ The Moderator shall appoint and fill vacancies on committees created and directed by Town Meeting unless otherwise especially directed by the Meeting and. All Committees so appointed shall be directed to report back within a definite time. If a Committee does not report back within the time stated, or at the first Annual Town Meeting held thereafter, it shall be considered discharged. The Moderator shall not be a member of any committee appointed by him/her he/she appoints.

Chapter 68: Numbering of Buildings

[Adopted 3-18-61 Adj. ATM Art. 4. Amendments noted where applicable.]

§ 68.1. Authority to determine and designate numbers.

The Board of Selectmen may determine and designate numbers for all buildings abutting upon or adjacent to public ways and so shall determine and designate numbers for ~~said~~ these buildings.

§ 68.2. Compliance required.

No person shall refuse or neglect to affix to any building owned by him/her the street number designated by ~~said~~ the Board of Selectmen, nor shall any person affix or suffer to remain on any building owned or occupied by him/her a street number other than the one designated by the ~~said~~ Board Selectmen.

§ 68.3. Size and placement of numbers.

All numbers must be at least 2 inches in height and must be placed that they are visible from the street.

§ 68.4. Violations and penalties.

Any person or entity who violates this chapter shall be liable to the following fines for each day the violation continues:

For the first and each subsequent offense: \$25.

Chapter 84: Dogs

[Adopted 3-7-53 ATM Art. 34. Amendments noted where applicable.]

§ 84.1. Additional fee for late license. [Amended 5-9-92 ATM Art 11]

All owners or keepers of dogs, kept in the Town of Westford, who on the first day of April of each year, have not licensed said dog, or dogs, as prescribed in ~~section 137, chapter 140 of the~~ Massachusetts General Laws chapter 140, section 137, shall be required to pay an additional fee of ~~not more than \$425. Said fee to be retained by the collecting officer.~~

§ 84.2. Definitions. [Adopted 3-11-67 ATM Art. 19]

As used in this and subsequent sections,

At large shall be intended to mean off the premises of the owner, and not under the control of the owner or authorized escort either by leash, cord, chain or otherwise.

Owner shall be intended to mean any person or persons, firm, association or corporation owning, keeping or harboring a dog owned or kept in the Town.

§ 84.3. Prohibited activity; exceptions; penalties. [~~Adopted 3-11-67 ATM Art. 19. Amended 5-7-88 ATM 5-7-88 ATM Art. 18]~~

A. **Prohibited activity and exceptions.** [~~Adopted 3-11-67 ATM Art. 19. Amended 5-7-88 ATM Art. 18]~~ No owner or keeper of any dog shall permit ~~such a~~ dog, whether licensed or unlicensed, to run at large at any time. The provisions of this section shall not be intended to apply to dogs participating in any dog show, nor to "seeing-eye" dogs properly trained to assist blind persons when such dogs are actually being used by blind persons for the purpose of aiding them in going from place to place, nor to any dogs being trained for or actually being used for hunting purposes.

B. **Violations and penalties.** [Adopted 3-11-67 ATM Art. 19. Amended 3-9-74 ATM Art. 16; 5-6-78 ATM Art. 20; 5-11-91 STM Art. 7] Whoever violates any provision of this section shall be punished according to the following procedure and schedule of fines, which are hereby declared to be an alternative to the procedure and schedule set forth in Massachusetts General Laws chapter 140, section 173A:

First offense: \$10

Second offense \$25

Third and each subsequent offense \$50

§ 84.4. Authority to pass additional orders. [Adopted 3-11-67 ATM Art. 19]

Nothing contained in ~~the foregoing two sections~~ this chapter shall prevent the Selectmen from passing any orders authorized by Massachusetts General Laws chapter 140, section 167 at such times as they shall deem it necessary to safeguard the public.

§ 84.5. Violations and Penalties. [Adopted 3-11-67 ATM Art. 19. Amended 3-9-74 ATM Art. 16; 5-6-78 ATM Art. 20; 5-11-91 STM Art. 7]

~~Whoever violates any provision of sections 84.1 through 84.4 shall be punished according to the following procedure and schedule of fines, which are hereby declared to be an alternative to the procedure and schedule set forth in Massachusetts General Laws chapter 140, section 173A:~~

~~First offense: —\$10 fine~~

~~Second offense: —\$25 fine~~

~~Third and each subsequent offense —\$50 fine~~

§ 84.6. Nuisance dogs; violations and penalties. [Adopted 11-16-98 STM Art. 18]

- A. No person shall own or keep in the Town any dog which, by biting, barking, howling, scratching or crying, or in any other manner disturbs the peace and quiet of any neighborhood, destroys private property, or endangers the safety of any person.
- B. Any violation of this section ~~84.6~~ may be enforced by the Animal Control Officer through non-criminal disposition procedure in accordance with the following schedule of fines:

First offense:	warning
Second offense:	\$25 fine
Third offense:	\$50 fine
Each subsequent offense:	\$100 fine

Chapter 114: Junk Dealers

[Adopted 2-11-24 ATM. Replaced 2-17-47 ATM Art. 35. Amendments noted where applicable.]

§ 114.1. License required. [Amended 3-9-57 ATM Art. 32]

The Selectmen may license suitable persons to engage regularly in the business of being a dealer in and keeper of shops for the purchase, sale, or barter of junk, old metals, or secondhand articles; they may also license suitable persons to engage regularly in the business of acting as junk collectors, to collect by purchase, or otherwise, junk, old metals and secondhand articles from place to place in said Town; and they may provide that such collectors shall display badges upon their persons or upon their vehicles, or upon both when engaged in collecting, transporting or dealing in junk, old metals or secondhand articles and may prescribe the design thereof. The annual fee for such license shall be \$50.

§ 114.2. Record of purchases required.

Every such shopkeeper shall keep a book, in which shall be written at the time of every purchase of any such article a description thereof and the name, age and residence of the person from whom and the day and hour, when such purchase was made and such book shall at any time be open to the inspection of the Selectmen and by ~~any person by them authorized~~ their designee to make such an inspection.

§ 114.3. Examination of premises.

Every such shopkeeper shall allow his/her shop and all articles of merchandise therein to be at any time examined by the Selectmen and by ~~any person by them authorized to make such inspection~~ their designee, and every collector shall allow any place, vehicles or receptacle used for the collection or keeping of such articles of merchandise to be at any time examined by the Selectmen and by ~~any person by them authorized to make such inspection~~ their designee.

§ 114.4. Storage; fence requirements. [Added 3-9-57 ATM Art. 32]

Every such shopkeeper ~~who deals in junk or old metals~~ shall store all such merchandise in a building or behind a solid fence of sufficient height to screen such merchandise from any public way. The fence shall be set back not less than 35 feet from ~~such a~~ public way.

§ 114.5. Violations and penalties.

Any person or entity who violates this chapter shall be liable to the following fines for each day the violation continues:

For the first offense and each subsequent offense: \$50

Chapter 123: Collection of Delinquent Taxes – Denial of Licenses and Permits

[Adopted 10-2-90 STM Art. 11. Amendments noted where applicable.]

§ 123.1. Authority.

This bylaw is adopted pursuant to Massachusetts General Laws chapter 40, section 57.

§ 123.2. Annual list of delinquent parties.

The Treasurer/Collector of the Town shall annually no later than October 15 furnish to each department, board, officer or commission (hereinafter referred to as the “licensing authority”) that issued licenses or permits a list of persons, corporations, or business enterprises (hereinafter referred to as “the party”) that has, as of October 1 of the year, neglected or refused to pay any local taxes, fees, assessments, betterments, or other municipal charges for a period of 12 months or more and that such party has not filed in good faith an application for an abatement of such tax or a pending petition before the Appellate Tax Board.

§ 123.3. Denial, revocation or suspension of licenses.

- A. A licensing authority of the Town may deny, revoke, or suspend any license or permit, including renewals or transfers, of any party whose name appears on said list furnished by the Treasurer/Collector or with respect to any activity, event or other matter which is the subject of such license or permit and which activity, event or matter is carried out or exercised or is to be carried out or exercised on or about real estate owned by any party whose name appears on said list furnished to the licensing authority from the Treasurer/Collector, subject to notice and a hearing as set forth below. Not less than 14 days prior to any contemplated action to deny, revoke or suspend a license or permit, ~~The~~ licensing authority shall notify any such party ~~not less than 14 days prior to any contemplated action to deny, revoke or suspend a license or permit~~ of the proposed action and of the date and time of the hearing at which the party may be heard on the proposed action. The list furnished by the Treasurer/Collector shall be prima facie evidence for denial, revocation or suspension of a license or permit to a party. The Tax Collector shall have the right to intervene in such hearing to deny, revoke or suspend. Any license or permit denied, revoked, or suspended under this section shall not be reissued or renewed until the licensing authority receives a certificate from the Treasurer/Collector that the party is in good standing with respect to any and all local taxes, fees, assessments, betterments or other municipal charges payable to the Town as of the date of issuance or until the party has entered into a payment agreement as set forth below.
- B. Any finding made by a licensing authority with respect to such a license denial, suspension or revocation shall be made only for the purposes of such proceeding and shall not be relevant to or introduced in any other proceeding at law, except for any appeal from such license denial, revocation, or suspension.

§ 123.4. Payment agreements.

Any party shall be given the opportunity to enter into a payment agreement with the Treasurer/Collector, thereby allowing the licensing authority to issue a certificate indicating limitations to the license or permit, ~~and~~ ~~the~~ validity of said license or permit shall be conditioned upon the satisfactory compliance with said agreement. Failure to comply with said agreement shall be grounds for the suspension or revocation of the license or permit; provided ~~however~~ that the holder is given notice and a hearing as required by applicable provisions of law.

§ 123.5. Waiver of denial, revocation or suspension.

On petition by any party whose license or permit has been denied, revoked or suspended, the Board of Selectmen may waive any such denial, suspension or revocation if it finds that there is no direct or indirect business interest by the property owner appearing on the list furnished by the Treasurer/Collector, its officers or stockholders, if any, or members of his/her immediate family in the business or activity on said property.

§ 123.6. Exemptions.

This chapter shall not apply to the following licenses and permits:

License or permit	Massachusetts General Laws
Bicycle permits	Chapter 85, sec. 11A
Children work permits	Chapter 149, sec. 69
Clubs or like associations dispensing food or beverage licenses	Chapter 140, sec. 21E
Dog licenses	Chapter 140, sec. 137
Fishing, hunting and trapping licenses	Chapter 131, sec. 12
Marriage licenses	Chapter 207, sec. 28
Open burning	Chapter 48, sec. 13
Sales of articles for charitable purposes	Chapter 101, sec. 33
Theatrical events, public exhibition permits	Chapter 140, sec. 181

Chapter 132: Plumbing Standards

[Adopted 10-11-61 STM Art. 11, as amended. Replaced 6-20-83 Adj. ATM Art. 46.]

§ 132.1. Plumbing Inspector.

There shall be a Plumbing Inspector, appointed annually by the Building ~~Inspector~~ Commissioner during the month of June for the term of 1 year, or until his/her successor has been appointed and qualified. To be eligible for appointment as Plumbing Inspector, the individual must be a practical plumber and must have had practical experience either as a Master Plumber or Journeyman, continuously, during 5 years next preceding his/her appointment.

§ 132.2. Registration of plumbers; notices of work to be performed.

- A. All persons who desire to engage in, carry on or work at the business of plumbing within the Town of Westford, shall be registered or licensed by the State Examiners of Plumbers in accordance with the applicable provisions of Massachusetts General Laws chapter 142 and the Uniform State Plumbing Code (248 CMR).
- B. Every plumber before commencing work in a building, shall first, except in the case of repair of leaks, file at the office of the Board of Health, upon blanks provided for that purpose, a notice of the work to be performed; and no such work shall be done in any building except in accordance with plans, to be submitted, if required, which shall be approved by the ~~Inspector of Plumbing~~ Inspector, and a permit issued therefor.

§ 132.3. Establishment of fees.

Fees for all permits shall be established by the Selectmen.

§ 132.4. Violations and penalties.

Any person or entity who violates this chapter shall be liable to the following fines for each day the violation continues:

For the first and each subsequent offense: \$100

~~§ 132.4. Sewage connections required.~~

~~The plumbing of each building shall have an independent connection to a public sanitary sewer outside of the building, unless, in the opinion of the Board of Health, a separate connection is not feasible. If a public sanitary sewer is not available the sewerage shall be discharged into a cesspool or into a septic tank with an overflow into a cesspool^{*} or into a subsurface distribution system, the plans of which must be approved by the Board of Health before the connection is made. It shall be unlawful to permit or cause any waste or sewage from any building or premises to flow onto any public way, or to flow into or be discharged into any storm water pipe, culvert, or catch basin maintained or operated by the Town.~~

~~§ 132.5. Special wastes and traps.~~

- ~~A. Drainage from stables, garages, laboratories, special fixtures and kitchen shall be installed in accordance with plans approved by the Board of Health.~~
- ~~B. When liquid wastes from barns, stables, manure pits and the stable yards are permitted to enter the sewer system, they shall be intercepted by a properly trapped catch basin of suitable size and design.~~

~~§ 132.6. Stormwater drainage system.~~

- ~~A. All roofs and paved areas, yards, courts and court yards shall be drained into the storm water drainage system but not into the separate sewers intended for sewage only except where the storm sewer is above the area way, in which case the area may be connected with the sanitary sewer if properly trapped and approved by the Board of Health.~~
- ~~B. When drains used for this purpose are connected with the combined sewerage systems they shall be effectually trapped. One trap may serve for all such connections but traps must be set below the frost line or inside of the building. Where there is no storm sewer accessible such connections shall be discharged in such manner as not to flow upon a public way or adjoining land.~~
- ~~C. Wherever a surface drain is installed in a cellar or basement it shall be provided with a deep sealed trap and backwater valve. Drain pipes from fixtures subject to backflow from sewer shall be supplied with backwater valves.~~

Chapter 160: Trees and Plants

[Adopted 6-28-82 Adj. ATM Art. 19. Amendments noted where applicable.]

§ 160.1 Removal permit required; display, validity.

No person shall remove plants or trees from property in the Town of Westford without having in their possession a permit signed by the owner of the property. If the property is owned by the Town, the permit shall be signed by the Board of Selectmen or their its designated agent. The permit shall be dated and shall list the number and species of plants or trees for which permission is granted. It shall be exhibited on demand of any responsible person and shall be valid only on date of issue.

^{*} The Words "into a cesspool or into a septic tank with an overflow into a cesspool" were disapproved by the Attorney General's office per Town Clerk's email message 2/5/02.

§ 160.2 Violations and penalties.

Penalties for violations shall be \$25 for each plant offense and \$50 for each tree offense.

Chapter 165: Vehicles, Unregistered Junk Automobiles

[Adopted 3-8-65 Adj. ATM Art. 25, amended 3-11-67 ATM Art. 25. Replaced 5-9-87 ATM Art. 19. Amendments noted where applicable.]

§ 165.1. License required for maintenance in open.

No junk automobiles shall be kept in the open in any area of the Town of Westford by the owner of the vehicle or by the owner or one in control of the premises wherein such vehicle is kept unless a license has been granted in accordance with the procedure ~~hereafter~~ described in this chapter.

§ 165.2. Definitions.

For the purposes of this chapter, a junk automobile shall be one which is worn out, cast off, or discarded and which is ready for dismantling or destruction, or which has been collected for storage or salvage, or for stripping in order to make use of its parts ~~thereof~~. Any parts from such a vehicle shall be considered a junk automobile under this chapter.

§ 165.3. Exemptions.

Anyone holding a Class Three automobile license under the provisions of Massachusetts General Laws chapter 140, section 58, as amended, is exempt from the provisions of this chapter.

§ 165.4. Issuance of license; appeals.

A license to keep no more than 2 such junk automobiles may be obtained from the Building ~~Inspector~~ Commissioner, who may issue ~~said~~ a license under the terms and standards set forth in section 165.5 of this chapter. The refusal of the Building ~~Inspector~~ Commissioner to issue ~~said~~ a license may be appealed to the Board of Selectmen by filing an appeal with the Town Clerk within 20 days of the refusal, and thereafter following the procedure for notice and hearing set forth in section 165.5 of this chapter.

§ 165.5. Application procedure; renewals.

- A. A license to keep more than 2 junk automobiles may be requested by filing with the Town Clerk an application in writing to the Board of Selectmen. The Selectmen shall hold a public hearing upon such request, notice of which shall be given by publishing in a newspaper having a general circulation in Westford at least 7 days before the date of the hearing. The cost of publishing shall be paid by the applicant for the license.
- B. The Selectmen may grant a license for not longer than 1 year upon such conditions as the Selectmen deem proper to keep such junk automobiles in the open after a public hearing has been held, and the Selectmen determine that the keeping of the same will not depreciate property values in the area, will not create a hazard to the public safety, or will not become a public nuisance. Renewals of ~~said~~ a license shall be made only after the procedure set forth above is followed.

§ 165.6. Revocation of license.

Upon the filing with the Board of Selectmen of a petition signed by at least 10 legal residents of Westford asking for revocation of any license issued under this chapter, the Selectmen shall call a public hearing to review the conduct of the licensee under ~~said~~ the license. If the Selectmen determine that the operation of the licensee under said license ~~is such as to~~ depreciates property values of surrounding property, creates a hazard to the public safety or constitutes a public nuisance, the Selectmen may, by majority vote, revoke ~~said~~ the license. The effective date of such revocation shall be 30 days after ~~said~~ the vote of revocation.

§ 165.7. Violations and penalties. [Amended 5-22-89 Adj. ATM Art. 49]

Any person or entity who violates this chapter shall be liable to ~~a fine not to exceed \$200~~ the following fines for each day ~~said~~ the violation continues:

For the first offense: _____ Warning

For the second offense: _____ \$200

For each subsequent offense: _____ \$300

Chapter 169: Water

[Adopted 12-28-55 STM Art. 7. Amendments noted where applicable.]

§ 169.1. Election of Water Commissioners; authority.

The Water Department shall be administered by a Board of 3 Water Commissioners ~~elected by ballot in accordance with the provisions of the Massachusetts General Laws~~ appointed by the Town Manager*. The Water Commissioners shall have exclusive charge and control of the Water Department and water system subject to the provisions of the Massachusetts General Laws and subject to these bylaws, as amended.

§ 169.2. Appointment of Water Department Superintendent.

The Water Commissioners shall appoint a Superintendent of the Water Department to administer the Water Department under ~~the their~~ their control ~~of the Water Commissioners~~. The appointment shall be for the term of 1 year, but the person may be re-appointed for additional 1-year terms.

§ 169.3. Responsibility for cost of water connections. [Amended 3-10-56 ATM Art. 42]

The entire cost of all installations made by the Water Department from the water main to the meter on the property of a taker of water shall be borne by such taker and shall be payable by such taker in advance.

§ 169.4. Water service for subdivisions.

The cost of water mains, hydrants, appurtenances and fixtures for a subdivision (as defined in ~~Section 81L of Massachusetts General Laws Chapter 41~~ section 81L as amended of the

* In accordance with Chapter 480 section 10 of the Acts of 1989, "An Act Establishing a Board of Selectmen-Town Manager Form of Administration in the Town of Westford."

~~Massachusetts General Laws or any amendment of such section~~) and the cost of installing the same in such subdivision and the cost of connecting the same to the Town water system shall be borne by the person making such subdivision. Water shall be supplied by the Water Department to such water mains only if such person has paid all such costs and has complied with all regulations and requirements of the Planning Board of the Town respecting the installation of such water mains, hydrants, appurtenances and fixtures and respecting the conveyance to the Town of the same, together with any related easements.

§ 169.5. Extension of mains not in subdivisions. [Amended 5-14-56 STM Art. 4; 7-19-57 STM Art. 5]

- A. Water mains may be extended along a public or private way not in a subdivision only with the approval of the Water Commissioners or of the Selectmen when acting as Water Commissioners and only if the takers served by such extension agree in writing either:
1. to pay each year the difference between an amount equal to 15% of the cost of such extension and the revenue received from supplying water to takers served by such extension, such agreements to remain in effect until the aggregate revenues from supplying water to such takers plus the aggregate amounts paid by such takers under such agreements shall have equaled the cost of such extension; or
 2. to pay in advance the difference between the estimated cost of such extension and an amount 15% of which will equal the estimated revenue for the first year during which water is supplied to such extension, all such payments to be adjusted when the actual costs and actual revenues for such first year are determined; or
 3. to pay the entire cost of such extension; or
 4. to pay each year the difference between an amount equal to 7% of the cost of such extension and the revenue received from supplying water to takers served by such extension, such agreements to remain in effect until the aggregate revenues from supplying water to such takers plus the aggregate amounts paid by such takers under such agreements shall have equaled the cost of such extension.
- B. Any taker who elects to request an extension under the provisions of sections 169.5.A.1 or 169.5.A.4 hereof, may, either prior or subsequent to the making of such extension, pay his/her pro-rata share of the entire cost, or the then remaining unpaid cost, as the case may be, of such extension; and, by virtue of such payment, shall not thereafter be held to answer or be accountable in any manner to or for any claim, demand or assessment for any deficiency in the aggregate revenue received for supplying water to the takers served by such extension.

§ 169.6. Use of and tampering with hydrants. [Added 7-29-65 STM Art. 5]

It shall be unlawful for any person not authorized by the Town, to turn on or shut off any Town hydrant or to tamper with, alter or injure any such hydrant.

§ 169.7. Regulation of use [Adopted 5-8-99 ATM Art. 23]

- A. Authority.

This section is adopted by the Town under its police powers to protect public health and welfare and its powers under Massachusetts General Laws chapter 40, section 21, et seq. and

implements the Town's authority to regulate water use pursuant to Massachusetts General Laws chapter 41, section 69B. This bylaw also implements the Town's authority under Massachusetts General Laws chapter 40, section 41A, conditioned upon a declaration of water supply emergency issued by the Massachusetts Department of Environmental Protection.

B. Purpose.

The purpose of this section is to protect, preserve and maintain the public health, safety and welfare whenever there is in force a State of Water Supply Conservation or State of Water Supply Emergency by providing for enforcement of any duly imposed restrictions, requirements, provisions or conditions imposed by the Town or by the Department of Environmental Protection.

C. Definitions.

Persons shall mean any individual, corporation, trust, partnership or association, or other entity.

State of Water Supply Emergency shall mean a State of Water Supply Emergency declared by the Department of Environmental Protection under Massachusetts General Laws chapter 21G, sections 15-17.

State of Water Supply Conservation shall mean a State of Water Supply Conservation declared by the Town pursuant to section 169.7.D of this chapter.

Water users or water consumers shall mean all public and private users of the Town's public water system, irrespective of any person's responsibility for billing purposes for water used at any particular facility.

D. Declaration of a State of Water Supply Conservation.

The Town, through its Board of Water Commissioners, may declare a State of Water Supply Conservation upon a determination by a majority vote of the ~~Board~~ Water Commissioners that a shortage of water exists and conservation measures are appropriate to ensure an adequate supply of water to all water consumers. Public notice of a State of Water Conservation shall be given under section 169.7.F of this chapter before it may be enforced.

E. Water uses.

A declaration of a State of Water Supply Conservation shall include one or more of the following restrictions, conditions, or requirements limiting the use of water as necessary to protect the water supply. The applicable restrictions, conditions or requirements shall be included in the public notice required under section 169.7.F.

1. **Odd/even day outdoor watering:** Outdoor watering by water users with odd numbered addresses is restricted to odd numbered days. Outdoor watering by water users with even numbered addresses is restricted to even numbered days.
2. **Outdoor watering ban:** Outdoor watering is prohibited.
3. **Outdoor watering hours:** Outdoor watering is permitted only during daily periods of low demand to be specified in the declaration of a State of Water Supply Conservation and public notice thereof.
4. **Filling swimming pools:** Filling of swimming pools is prohibited.

5. Automatic sprinkler use: The use of automatic lawn sprinkler systems is prohibited.

F. Public notification of a State of Water Supply Conservation; notification to DEP.

Notification of any provision, restriction, requirement or condition imposed by the Town as part of a State of Water Supply Conservation shall be published in a newspaper of general circulation within the Town, or by such other means reasonably calculated to reach and inform all users of water of the State of Water Supply Conservation. Any restriction imposed under section 169.7.E shall not be effective until such notification is provided. Notification of the State of Water Supply Conservation shall also be simultaneously provided to the Massachusetts Department of Environmental Protection.

G. Termination of a State of Water Supply Conservation notice.

A State of Water Supply Conservation may be terminated by a majority vote of the Board of Water Commissioners, upon a determination that the water supply shortage no longer exists. Public notification of the termination of a State of Water Supply Conservation shall be given in the same manner required by section 169.7.F.

H. State of Water Supply Emergency; Compliance with DEP orders.

Upon notification to the public that a declaration of a State of Water Supply Emergency has been issued by the Department of Environmental Protection, no person shall violate any provision, restriction, requirement, or condition of any order approved or issued by the Department intended to bring about an end to the State of Water Supply Emergency.

I. Penalties.

Any person violating this section 169.7 shall be liable to the Town in the amount of \$50 for the first violation and \$100 for each subsequent violation which shall inure to the Town for such uses as the Board of Water Commissioners may direct. Fines shall be recovered by indictment, or on complaint before the District Court, or by non-criminal disposition in accordance with ~~section 21D of chapter 40 of the~~ Massachusetts General Laws chapter 40, section 21D. Each day of violation shall constitute a separate offense.

J. Severability.

The invalidity of any portion or provision of this chapter shall not invalidate any other portion or provision thereof.

Chapter 175: Amendments*

[Adopted 2-11-24 ATM. Amendments noted where applicable.]

§ ~~1-2~~ 175.1. Amendment of bylaws. [Amended 3-11-57 Adj. ATM Art. 32(26)]

These bylaws may be amended at any Town Meeting, an article or articles for such purpose having been inserted in the warrant for ~~such the~~ meeting. For purposes of these bylaws the repeal of a bylaw or the adoption of a new bylaw shall be deemed an amendment of the bylaws.

§ ~~1-3~~ 175.2. Approval and publication of amendments. [Amended 3-11-57 Adj. ATM Art. 32(26); 3-19-60 Adj. ATM Art. 36; 5-5-79 ATM Art. 11]

* New bylaw made up of sections previously numbered 1.2 and 1.3

Any amendment to these bylaws shall go into effect upon its acceptance by ~~the~~ a Town Meeting, ~~and~~ its approval in the manner required by law, and upon:

A. ~~its~~ the publication of reference to the amendment at least two times in one or more newspapers, if any, published in the Town, otherwise in one or more newspapers ~~published in the County in general circulation in the Town, and~~

B. posting copies of the bylaw amendment in at least five public places in the Town, including Town Hall, and in one or more public places in each precinct of the Town, in accordance with Massachusetts General Law chapter 40, section 32, as amended.

~~and a~~ All bylaws or votes of the Town inconsistent therewith shall thereupon be repealed.

Selectmen Recommend Approval; Finance Committee Recommends Approval

A MOTION was made and duly seconded to DISMISS Article 30. The MOTION FAILED for lack of majority.

ARTICLE 31: TOWN GENERAL BYLAW AMENDMENT

It was voted to dismiss this article.

Town Meeting then voted to adopt the following RESOLUTION:

RESOLVED that the Police Department and the School Department study traffic patterns in and out of Westford Academy for the purpose of resolving traffic tie ups and safety issues.

ARTICLE 32: TOWN GENERAL BYLAW AMENDMENT

Following some discussion, it was voted to end debate under Article 32 relative to fines and violations of the Board of Health regulations.

At 10:35 pm, it was voted to adjourn Town Meeting until 7:00 pm on May 14, 2002.

ADJOURNED ANNUAL TOWN MEETING

Tuesday, May 14, 2002

Ellen Harde, Town Moderator called the meeting to order at 7:00 pm.

ARTICLE 32: TOWN GENERAL BYLAW AMENDMENT, CONTINUED

It was VOTED that the Town amend the Bylaws of the Town of Westford, Chapter 1, Section 1-1.D, General Penalty, by adding the following fines for violations of the Board of Health regulations:

Chapter 1: Penalties for Violating Bylaws and Regulations

Violations of this bylaw may be enforced by any member of the Board of Health and its authorized agents

<u>Board of Health Reg.</u>	<u>Offense</u>	<u>Fine</u>	
Ch. 203, Article I	Violations of Piggeries Regulation	1 st and each Subsequent	\$25.00
Ch. 203, Article II	Violations of Stable Regulation	1 st and each Subsequent	\$25.00
Ch. 204	Violations of Nuisance Regulation	1 st and each Subsequent	\$100.00
Ch. 205	Violations of Site Assignment for Dumping Grounds	1 st and each Subsequent	\$100.00
Ch. 206.1	Violations of 105 CMR 410.000, Minimum Standards for Human Habitation	1 st and each Subsequent	\$100.00
Ch. 206.2	Violations of 105 CMR 430.000, Minimum Sanitation and Safety Standards for Recreational Camps for Children	1 st and each Subsequent	\$100.00
Ch. 206.3	Violations of 105 CMR 435.000 Minimum Sanitation for Swimming Pools	1 st and each Subsequent	\$100.00
Ch. 206.4	Violations of 105 CMR 445.000 Minimum Standards for Bathing Beaches	1 st and each Subsequent	\$100.00
Ch. 206.5	Non-Critical Violations of 105 CMR 590.000 Minimum Sanitation Standards for Food Establishments	1 st and each Subsequent	\$25.00
Ch. 206.5	Critical Violations of 105 CMR 590.000 Minimum Sanitation Standards for Food Establishments	1 st and each Subsequent	\$50.00

Ch. 206.5	Violations Related to Foodborne Illness Interventions and Risk Factors of 105 CMR 590.000 Minimum Sanitation Standards for Food Establishments	1 st and each Subsequent	\$100.00
Ch. 207.1	Violations of 310 CMR 15.000, Minimum Standards for the Subsurface Disposal of Sanitary Sewage or Board of Health regulation, Requirements for the Subsurface Disposal of Sanitary Sewage	1 st and each Subsequent	\$100.00
Ch. 208	Violations of 310 CMR 30.000 Hazardous Wastes Regulations	1 st and each Subsequent	\$100.00
Ch. 209	Violations of 310 CMR 6.00–8.00 Ambient Air Quality Standards	1 st and each Subsequent	\$100.00
Water Supply Regulations	Violations of Board of Health Water Supply Regulations	1 st and each Subsequent	\$100.00

Selectmen Recommend Approval; Finance Committee Recommendation Not Required

ARTICLE 33: ACCEPTANCE OF MGL CHAPTER 40, SECTION 22F

It was voted that the Town accept the provisions of Massachusetts General Laws Chapter 40, Section 22F regarding authorization for Town Boards, Commissions and Agents to fix license, permit, and certificate fees with the approval of the appointing authority.

Selectmen Recommend Approval; Finance Committee Recommendation Not Required

ARTICLE 34: ACCEPTANCE OF MGL CHAPTER 41, SECTION 110A

It was voted unanimously that the Town accept the provisions of Massachusetts General Laws Chapter 41, Section 110A regarding authorization for public offices to remain closed on Saturdays.

Selectmen Recommend Approval; Finance Committee Recommendation Not Required

ARTICLE 35: SIDEWALK INDEMNIFICATION AUTHORIZATION

It was voted unanimously that the Town authorize the Board of Selectmen to provide the Littleton, Boston, Concord, Carlisle, and Tadmuck Road property owners, appearing on a list entitled "Affected Route 110 Sidewalk Properties," dated September 10, 2001, a copy of which is on record with the Town Clerks Office, with additional indemnification for the installation of a public sidewalk on a portion of their land.

Selectmen Recommend Approval; Finance Committee Recommends Approval

ARTICLE 36: PACKAGE STORE LICENSE INCREASE / By PETITION

It was voted by a two-thirds majority to approve a Home Rule Petition to the Great and General Court of the Commonwealth of Massachusetts to authorize the issuance of one (1) additional full Package Store License in the Town of Westford to enable the Westford Board of Selectmen to issue same to the Westford Convenience Store at 6 Carlisle Road, Westford.

Selectmen Recommend Approval; Finance Committee Recommendation Not Required

ARTICLE 37: Acquisition of Stepinski Land

It was voted by a two-thirds majority that the Town authorize the Board of Selectmen to acquire by purchase, in accordance with the provisions of Massachusetts General Laws Chapter 40, Sections 3 and 14, as most recently amended, and/or any other enabling authority, a parcel of land located easterly of River Street between the Boston and Main Railroad right-of-way and Stony Brook, containing approximately 115 acres and being that land shown as Parcel 35 on Westford Assessors' Map 31, and commonly known as the "Stepinski Land," and upon acquisition of the land to authorize the Selectmen in the name of the Town, pursuant to Massachusetts General Laws Chapter 40, Section 15A, or any other enabling authority, to grant an in perpetuity conservation restriction on the land in compliance with the requirements of sections 31 and 32 of Chapter 184 of the General Laws to the Massachusetts Department of Environmental Management, and that subsequent to the grant of said Chapter 184 Conservation Restriction, said land shall be transferred to the care and custody of the Westford Water Department, and for acquiring said land, that the sum of \$400,000 be appropriated from Water Enterprise Available Funds, and said acquisition and appropriation is to be conditional upon the successful application of and award of a grant to the Town from the Aquifer Land Acquisition Program as administered by the State Department of Environmental Protection, said grant to be received prior to July 1, 2003 or any associated authorization provided by Town Meeting shall lapse.

Selectmen Recommend Approval; Finance Committee Recommends Approval

ARTICLE 38: Acquisition of GROTON ROAD LAND

It was voted by a two-thirds majority that the Town authorize the Board of Selectmen to acquire by purchase, in accordance with the provisions of Massachusetts General Laws Chapter 40, Sections 3 and 14, as most recently amended, and/or any other enabling authority, a certain parcel of land located north and east of the intersection of Groton and Tyngsboro Road, containing approximately 2 acres and being a portion of land shown as Parcel 1 on Westford Assessors' Map 76, and upon acquisition of the land to authorize the Selectmen in the name of the Town, pursuant to Massachusetts General Laws Chapter 40, Section 15A, or any other enabling authority, to grant an in perpetuity conservation restriction on the land in compliance with the requirements of Section 31 and 32 of Chapter 184 of the General Laws to the MA. Department of Environmental Management, said land to be transferred to the care and custody of the Conservation Commission, and for acquiring said land, to see if the Town will vote to appropriate the sum of THREE HUNDRED THOUSAND (\$300,000) DOLLARS, from Route 3 North Project Conservation Land Acquisition Grant Program funds, and said acquisition and appropriation is to be conditional upon the successful application for and award of a grant to the Town from the Route 3 North Project Conservation Land Acquisition Grant Program of the Executive Office of Transportation.

Selectmen Recommend Approval; Finance Committee Recommends Approval

A MOTION was duly made and seconded that the expenditure under Article 38 was not to exceed the amount of the grant. The MOTION FAILED for lack of majority.

ARTICLE 39: ACCEPTANCE of Gifts of Land

A **MOTION** was duly made and seconded, and it was voted to **AMEND** the Article to move the parcel of land identified as paragraph H to the list of parcels accepted by the Board of Selectmen for municipal use, to re-letter that paragraph to be C and to re-letter the remaining paragraphs under the section pertaining to the Conservation Commission, so that the final motion that passed by a unanimous vote read:

That the Town authorize the Board of Selectmen, pursuant to Massachusetts General Laws Chapter 40, Section 3, to accept for general municipal purposes the following parcels of land:

- a. a certain parcel of land located off of Boston Road comprising approx. 0.62 acres from Bentley Building Corp., said land consisting of Parcels A-1 and A-2 as shown on a plan of land entitled "Land in Westford, Mass. Surveyed for John M. Adamczyk, Inc.", dated September, 1989 prepared by Charles A. Perkins Co., Inc., Clinton, MA, and further identified as being shown as Westford Assessors' Map 22, Parcel 117.16;
- b. a certain parcel of land at the corner of Byrne Ave. and Pine Tree Trail, comprising approx. 5,000 sq. ft. from Thomas M. Gibbons of Walpole, MA., said land consisting of lots 198 and 199 as shown on a plan entitled "Plan of Nabnasset Lake Shores, Sec. A, Westford, Mass.", dated August 1930, prepared by Irving Rosenblatt, C.E., Framingham, and further identified as being shown as Westford Assessors' Map 78, Parcel 76;
- c. a certain parcel of land located off of True Bean Way comprising approx. 4.58 acres from Horse Head Enterprises, Inc., Westford, MA, said land consisting of "lot 5" as shown on a plan entitled "Plan of Land, True Bean Way, Westford, MA Prepared for R.M. Hicks, Inc., 124 Main Street, Westford, MA 01886" dated December 1, 1999, by Landtech Consultants, Inc., 484 Groton Road, Westford, MA, and further identified as being shown as Westford Assessors' Map 14, Parcel 23.3;

Furthermore, to see if the Town will vote to accept for conservation purposes, pursuant to Massachusetts General Laws Chapter 40, Section 8C, the following parcels of land:

- d. a certain parcel of land located off of Tadmuck Road comprising approximately 4.62 acres from Orion Homes by Flaherty, Inc., said land consisting of Parcel A as shown on a plan of land entitled "Mystery Spring Woods in Westford, Mass.", dated March 2000, with a final revision date of May 31, 2000 prepared by Ludwig Surveying Assoc. Inc., Westford, MA., and further identified as being shown as Westford Assessors' Map 22, Parcel 30.17;
- e. two certain parcels of land located off of Lowell Road comprising approx. 2.03 acres from Bentley Building Corp., said land consisting of those lots shown as "Parcel A, Open Space, 6,454 sq. ft." and "Parcel B, Open Space, 81,842 sq. ft., 1.88 Ac." as shown on a plan of land entitled "Flexible Development Plan of Land, Leighton Way, Westford, MA", dated August 9, 2000, with a final revision date of September 21, 2000 prepared by Landtech Consultants, Inc., Westford, MA, and further identified as being a portion of that land shown as Westford Assessors' Map 32, Parcel 22.2;

- f. two certain parcels of land located off of Baldwin & Hunt Roads comprising approximately 1.43 acres from Carl and Eileen Anderson of 23 Hunt Road, Westford, MA., said land consisting of those lots shown as "Parcel A, 44,113 sq. ft., 1.01 Acres" and "Parcel B, 18,445 sq. ft., .42 Acres" as shown on a plan of land entitled "Frances Hill Estates Definitive Plan for Subdivision in Westford, MA prepared for Carl & Eileen Anderson, 23 Hunt Road, Westford, MA 01886", dated March 15, 1991, with a final revision date of November 8, 1991 prepared by H-Star Engineering, Chelmsford, MA, and further identified as being shown as Westford Assessors' Map 33, Parcels 23.19 and 23.14;
- g. a certain parcel of land located off of Kings Pine Road comprising approx. 9.25 acres from Bentley Building Corp., said land consisting of Parcel E as shown on a plan of land entitled "Windemere II Definitive Subdivision Plan of Land in Westford, Mass. Prepared for John M. Adameczyk, Inc.", dated July, 1988, with a final revision date of January 17, 1989 prepared by Charles A. Perkins Co., Inc., Clinton, MA, and further identified as being shown as Westford Assessors' Map 22, Parcel 117.4;
- h. a certain parcel of land located on the southeasterly side of Tenney Road comprising approximately 1.52 acres from Bentley Building Corp., said land being shown as a parcel of land entitled "1.52+ Acres Remaining Land of R&D Realty Trust to be deeded to the Town of Westford" on a plan of land entitled "Definitive Subdivision Plan Tenney Hills, Westford, Massachusetts" dated September 28, 1987, prepared by Cuoco and Cormier, Inc., Nashua, NH, and further identified as being shown as Westford Assessors' Map 44, Parcel 46;
- i. five certain parcels of land located off of Trailside Way comprising approx. 10.29 acres from Bentley Building Corp., said land consisting of those lots shown as Parcel A Open Space, Parcel B Open Space, Parcel C Open Space, Parcel D Open Space, and Parcel E on a plan of land entitled "Definitive Subdivision Plan, Trailside Estates, Westford, Massachusetts" dated June 6, 2000, with a latest revision date of November 1, 2000, prepared by Diversified Civil Engineering, Westford, MA., and further identified as being a portion of that land shown as Westford Assessors' Map 5, Parcels 18, 74.7 and 74.8;

said lands identified in "d-i" above are to be under the care & custody of the Conservation Commission.

Selectmen Recommend Approval; Finance Committee Recommends Approval

ARTICLE 40: ACCEPTANCE of Gift of LAND

It was voted unanimously that the Town authorize the Board of Selectmen to accept a gift of land offered in memory of Michael Joseph "Joe" Sullivan & Yvonne Rose Sullivan by their daughter Yvonne Sullivan, said land located off of Wright Lane, containing 1.45 acres and identified on Westford Assessors' Map 21, as Parcel 94, said land to be accepted pursuant to Massachusetts General Laws Chapter 40, Section 3, to be under the care, custody, and control of the Board of Selectmen, and to be utilized for the express purpose(s) of open space, public park land, or for general public recreation.

Selectmen Recommend Approval; Finance Committee Recommends Approval

Town Meeting thanks the Sullivan family for their generous gift of land to the Town.

ARTICLE 41: LAND ACCEPTANCE - COOLIDGE STREET EXTENSION

It was voted unanimously under the Consent Calendar that the Town authorize the Board of Selectmen to accept a certain parcel of land comprising 6,000 sq. ft. from Michael Bohenko, located at the end of the Coolidge Street right-of-way, said land consisting of Parcel A-2 as shown on a plan of land entitled "Plan of Land Coolidge Street Extension, Westford, Massachusetts" dated July 11, 2000, with a final revision date of November 3, 2000 prepared by Diversified Civil Engineering, Westford, MA, said land to be accepted pursuant to Massachusetts General Laws Chapter 40, Section 3 and to be under the care, custody, and control of the Board of Selectmen.

Selectmen Recommend Approval; Finance Committee Recommends Approval

ARTICLE 42: TELECOMMUNICATION TOWN LEASE

It was voted to dismiss this Article relative to leasing a portion of the Westford Highway Garage land west of North Street for the placement of a telecommunications tower.

ARTICLE 43: DISCONTINUANCE of a PORTION of Old CONCORD ROAD

It was voted unanimously under the Consent Calendar that the Town discontinue Old Concord Road, between stations 8+85 to 13+95, as a public way.

Selectmen Recommend Approval; Finance Committee Recommendation Not Required

ARTICLE 44: STREET ACCEPTANCE

It was voted unanimously under the Consent Calendar to dismiss this Article relative to accepting April Ln, Lanes End, and May Road.

ARTICLE 45: LITTLETON ROAD SIDEWALK EASEMENT

It was voted unanimously under the Consent Calendar that the Town authorize the Board of Selectmen to accept a sidewalk easement and to designate, pursuant to Massachusetts General Laws, Chapter 82, said easement area as a Town public way, said easement consisting of a variable width and shown on a plan of land entitled "Easement Plan, Exxon Station, 179 Littleton Road, Westford, Massachusetts", dated February 22, 2002, prepared by Diversified Civil Engineering, Westford, MA.

Selectmen Recommend Approval; Finance Committee Recommendation Not Required

ARTICLE 46: ZONING ORDINANCE AMENDMENT - CHAPTER 173 / By PETITION

A MOTION was duly made and seconded to amend the Westford Zoning Bylaw as follows:

1. Delete in its entirety, Chapter 173, titled Town of Westford, Massachusetts, Zoning Bylaw dated September 13, 2001 and including amendments incorporated in the November 13, 2001 edition; and
2. Add a new Chapter 173, titled Westford Zoning Bylaw edition dated August 27, 2001, a complete version of which is on file with the Town Clerk;

The MOTION FAILED for lack of majority.

It was voted to take Article 48 out of order.

ARTICLE 48: ZONING ORDINANCE AMENDMENT - Childcare Facility Regulation

A **MOTION** was duly made and seconded, and it was voted to **AMEND** the Article to strike “and Residence Multifamily Zoning Districts” from the first sentence and add the word “and” between Residence A and Residence B, so that the final motion that passed by a two-thirds majority vote read:

That the Town amend the Westford Zoning Bylaw, Section 173-6.0, Special Regulations, by adding a new sub-section 6.5 as follows:

Section 6.5 - Childcare Facilities

In Residence A and Residence B, the footprint of a building which is principally used as a child care facility shall not exceed 2,500 square feet. As used in this paragraph, the term “footprint” shall mean the land area occupied by a building, at the surface of the ground, excluding open porches. As used in this paragraph, the term “child care facility” shall mean a day care center or school age child care program as those terms are defined in Massachusetts General Laws Chapter 28A, Section 9. The provisions of this paragraph shall not apply to child care facilities which (a) were lawfully existing on the effective date of this paragraph or to additions, extensions or alterations thereto, or (b) are located in buildings owned by non profit organizations and used in whole or in part by such non profit organizations for their non profit purposes.

Selectmen Recommend Approval; Finance Committee Recommendation Not Required

A **MOTION** was duly made and seconded to **DELETE** Paragraph (b) from the Main Motion. The **MOTION FAILED** for lack of majority.

ARTICLE 47: ZONING ORDINANCE AMENDMENT -Open Space Residential Development Bylaw

It was voted unanimously that the Town amend the Westford Zoning Bylaw, Section 173-7.1.8, Open Space Residential Development - Legal Requirements for Common Land Ownership and Maintenance, by adding the following new sub-section 3:

3. As an alternative to the procedures outlined in paragraphs 7.1.8.1 and 7.1.8.2, with the vote of the Planning Board, some or all of the common land open space may be conveyed to the Town of Westford to be administered by the Conservation Commission.

Selectmen Recommend Approval; Finance Committee Recommendation Not Required

Article 48 was taken up prior to Article 47.

ARTICLE 49: ZONING ORDINANCE AMENDMENT - Child Care Facility Regulations / By Petition

It was voted to dismiss this Article.

ARTICLE 50: ZONING ORDINANCE AMENDMENT - GROWTH MANAGEMENT BYLAW

A **MOTION** was duly made and seconded, and it was voted to **AMEND** the Article by deleting and replacing section 6.3.6.3 and by deleting the last line of the table Appendix E Growth Management Provisions relative to other units, so that the final motion that passed by a two-thirds majority vote read:

That the Town amend the Westford Zoning Bylaw, Section 6.3, Growth Management Bylaw, by deleting it in its entirety and replacing it with the following:

6.3 Growth Management

6.3.1 Intent and Purpose. This Section 6.3 is adopted pursuant to the provisions of Massachusetts General Laws, Chapter 40A and the Home Rule Amendment, Article 89 of the Massachusetts Constitution, for the following purposes:

1. To ensure that growth occurs in an orderly and planned manner, at a rate that can be supported by Town services, while avoiding large year-to-year variations in the development rate;
2. To provide the Town with time to study the effect of growth on the municipality's infrastructure, character and municipal services;
3. To relate the timing of residential development to the Town's ability to provide adequate public safety, schools, roads, municipal infrastructure, and human services at the level of quality which citizens expect, and within the Town's ability to pay under the financial limitations of Proposition 2-1/2, as outlined in the Town's 1995 Master Plan;
4. To preserve and enhance the existing community character and value of property; and
5. To allow departures from the strict application of the growth rate measures herein, in order to encourage certain types of residential growth which address the housing needs of specific population groups, or which provide significant reductions in the ultimate residential density of the Town.

6.3.2 Applicability and Effect.

1. On or after the date of adoption of this Sec. 6.3, no building permit for a new dwelling unit or units in the Town of Westford shall be issued, unless in accordance with the regulations of this Sec. 6.3.
2. The provisions of this Section 6.3 shall expire on May 11, 2007; however, by vote of Town Meeting before said date, the provisions of this Section 6.3 may be extended for an additional five years, in order to continue comprehensive municipal planning studies necessary to promote orderly growth. In the event such action is taken by the Town Meeting prior to May 11, 2007, these provisions shall not be construed to have lapsed on such date.
3. Appendix E summarizes the growth management provisions of this Section 6.3 as they apply to various categories of residential development. In the case of conflict between Appendix E and the textual provisions of this Section 6.3, the textual provisions shall prevail.

6.3.3 Growth Rate Limit.

1. The growth rate limit and other provisions of this Subsection 6.3.3 shall apply to the development of all new dwelling units in the Town of Westford, unless that development is specifically exempted by the provisions of Subsections 6.3.4 or 6.3.6 herein.
2. The growth rate limit shall be thirty (30) dwelling units per calendar year.
3. Complete building permit applications for dwelling units subject to the growth rate limit shall be dated and time-stamped, and placed in a stand-by list in the order in which they are received. This list shall be posted in the Building Department within the Westford Town Hall. Trading or selling of stand-by list placement is expressly prohibited.

4. From January 1 until December 15 in a calendar year, the Building Inspector may issue up to six (6) building permits to any one development subject to the growth rate limit, according to their placement in the stand-by list. From December 16 to December 31 in a calendar year, permits may be issued on a first-come, first-served basis, up to the growth rate limit, without restriction as to total number per development or placement in the stand-by list. Building permits not issued by the end of the calendar year shall not be carried forward to the next calendar year.
5. Whenever the number of building permits issued in one calendar year for dwelling units subject to the growth rate limit equals that limit, the Building Inspector shall not issue building permits for any additional dwelling unit or units in that year. Completed applications for which building permits are not granted in one calendar year shall be carried over onto the next year's stand-by list, with priority for the permits available that year, in the same order they were recorded in the first year.
6. Building permits issued, but subsequently abandoned under the provisions of the State Building Code, shall not be counted in administering the growth rate limit.

6.3.4 Development Scheduling.

1. This Subsection 6.3.4 shall apply to the following types of development which would result in the creation of new dwelling units:
 - a. Development projects which create dwelling units for senior residents, as specified in section 8.4 herein, where occupancy of the units is restricted to senior persons through a properly executed and recorded deed restriction running with the land. For purposes of this Subsection, "dwelling units for senior residents" shall be construed to mean that said units are to be owned and occupied only by persons at least one (1) of whom shall be fifty-five (55) years of age or older.
 - b. Development projects which voluntarily agree to a minimum twenty-five percent (25%) permanent reduction in density below the density permitted under zoning and feasible given the environmental conditions of the tract, with the surplus land equal to at least five (5) buildable acres and permanently designated as open space and/or farmland. The land to be preserved shall be protected from development by an Agricultural Preservation Restriction, Conservation Restriction, dedication to the Town, or other similar mechanism that will ensure its protection.
2. Building permits for the construction of new dwelling units in any one development of the types set forth in Subsection 6.3.4.1 shall be authorized at a rate determined by the Planning Board. The development rate shall be established by the Planning Board for each applicable development individually. Development schedules shall be established consistent with the following criteria:
 - a. To minimize the disruption to existing traffic patterns and to prevent the creation of public safety hazards related to the construction at the site or trip generation by new residents;
 - b. To minimize danger to the environment, especially the town aquifer and water table caused by construction at the site;

- c. To minimize the impact on public safety services, educational facilities and town infrastructure caused by increased use; and
- d. To minimize the impact on surrounding neighborhoods by preserving their character and configuration.

The Planning Board shall weight its determinations with regard to the above criteria based upon the reports and recommendations of its technical consultants and the reports and recommendations of other town commissions, boards, and staff. Other criteria may be established by the Planning Board.

- 3. The Planning Board shall not establish any development schedule which phases development for longer than a ten (10) year period.

6.3.5 Procedures for Development Schedules.

- 1. In order to facilitate review, the applicant shall submit a written proposed development schedule to the Planning Board as part of any application for a development of any type set forth in Subsection 6.3.4.1. The development schedule shall state the month and year proposed for the authorization of a building permit for each unit in the development. For other types of development not specified in Subsection 6.3.4.1, the applicant may submit a voluntary development schedule to the Planning Board.
- 2. The Planning Board shall vote to approve (with or without changes) or disapprove any development schedule submitted to it.
- 3. Approved development schedules shall be incorporated as part of the decision filed with the Town Clerk, whether inscribed on the plan or filed as an attached document.
- 4. No approved development schedule shall take effect for the purposes of obtaining building permits until recorded separately or as part of the decision.
- 5. Approved development schedules shall be posted in the Building Department within the Westford Town Hall. Trading or selling of development schedules is expressly prohibited.
- 6. If applications for building permits in a development are made at a slower rate than authorized in a development schedule, applications for the unused permits from one period may be made in a later period, and such applications shall be approved and the permits issued.
- 7. Upon transfer of any lot or unit in the types of development subject to development scheduling, the deed shall reference the development schedule and state the earliest date on which construction may be commenced in accordance with the provisions of this Section 6.3.

6.3.6 Dwelling Units Not Subject to this Section 6.3. The following dwelling units are specifically not subject to the growth rate limit and development scheduling provisions of this Section 6.3:

- 1. Dwelling units in the types of developments which are statutorily exempt by virtue of the provisions of Massachusetts General Laws, Chapter 40A, Section 6;

2. An application for a building permit for the enlargement, restoration or reconstruction of a dwelling in existence as of the effective date of this Sec. 6.3, provided that no additional residential unit is created;
3. Dwelling units for low- and/or moderate income families or individuals, where all of the following conditions are met:
 - a. Occupancy of the units is restricted to households earning less than 80% of the median family income for the Greater Lowell Statistical Area as determined by the Department of Housing and Urban Development from time to time; and
 - b. The affordable units are subject to a properly executed and recorded deed restriction running with the land as approved by the Massachusetts Department of Housing and Community Development for a minimum of thirty (30) years.

The market rate units in those developments which contain affordable units are subject to the applicable Subsections of this Section 6.3;

4. Any tract of land existing and not held in common ownership with an adjacent parcel on the effective date of this Section 6.3 shall be entitled to a one-time exemption only for one (1) building permit, for the purpose of constructing one (1) single-family dwelling on that tract of land;
5. Dwelling units as set forth in the Mill Conversion Overlay District Bylaw, Section 8.5 herein; and
6. Dwelling units in Assisted Living Facilities, as set forth in Section 7.3 herein.

6.3.7 Zoning Change Protection. Any protection against zoning changes provided by Massachusetts General Laws, Chapter 40A, Section 6, shall be extended to the earliest date on which the final unit in the development could be authorized under this Section 6.3.

6.3.8 Separability. The provisions of this Section 6.3 are hereby declared separable, and if any provision shall be held invalid or unconstitutional, it shall not be construed to affect the validity of any of the remaining provisions of this Section 6.3.

Growth Management Provisions Table - See Attachment "B" at back of motion packet [Appendix E of the Zoning Bylaw], which has been amended by deleting the last line of the table Appendix E Growth Management Provisions "Other Units;" Local Initiative Petition (LIP).

And further that the Zoning Bylaw, Section 10.2, General Definitions, be amended by deleting and replacing the following definitions:

Growth rate limit: The maximum number of residential building permits that may be authorized in a calendar year. The growth rate limit is based upon ongoing analysis of recent average growth rates, and upon the 1995 Master Plan's policies and implementation strategies to manage the current high level of residential growth in the Town.

Development schedule: A schedule authorized by the Planning Board in accordance with Subsections 6.3.4 and 6.3.5 herein.

Selectmen Recommend Approval; Finance Committee Recommends Approval

ARTICLE 51: ZONING ORDINANCE AMENDMENT - GROWTH MANAGEMENT BYLAW

It was voted that the Town amend the Westford Zoning Bylaw, Section 6.3, Growth Management, subsection 6.3.6, Dwelling Units not subject to this Section 6.3, to add the following:

7. Dwelling units as set forth in Accessory Dwelling Units Section, Section 3.3 herein.

And further, that Appendix E, Growth Management Provisions Table, be amended as follows:

Category of Dwelling Unit	As Referenced in:	Statutorily Exempt from This Section 6.3	Subject to Growth Rate Limit	Subject to Development Scheduling
Accessory Dwelling Unit (SP-ZBA)	Westford Ch. 173, Sec. 3.3	No	No	No

Selectmen Recommend Approval; Finance Committee Recommendation Not Required

It was voted to adjourn the Annual Town Meeting at 10:02 pm.

SPECIAL TOWN MEETING

NOVEMBER 12, 2002

At a legal meeting of the inhabitants of the Town of Westford, qualified by law to vote in Town affairs, held at the Abbot School on Tuesday, November 12, 2002, called to commence at 7:30 pm, the following business was transacted:

Election officers, using voting lists, acted as tellers at the doors. A total of 232 voters were in attendance as the meeting began.

Ellen Harde, Town Moderator, declared that a quorum was present and called the meeting to order at 7:35 pm.

It was voted unanimously to allow Town employees and consultants who are not residents to address this meeting.

ARTICLE 1. COMPENSATION PLAN AMENDMENT / TOWN MANAGER

It was VOTED That the Town amend the Pay Classification Plan for non-unionized Employees, effective July 1, 2002, with the following amendments:

Band 4 Water Treatment Plant Operator	Min \$42,750	Mid \$51,062	Max \$61,157
to			
Band 5 Water Treatment Manager	Min \$47,881	Mid \$57,181	Max \$68,496
Senior Aide Outreach Worker	Min \$10.00		Max \$12.99
to			
Senior Aide Outreach Worker	Min \$10.00		Max \$14.00

Selectmen Recommend Approval
Finance Committee Recommends Approval
Personnel Advisory Committee Recommends Approval

ARTICLE 2. FISCAL YEAR 2003 SUPPLEMENTAL APPROPRIATIONS / TOWN MANAGER

It was VOTED UNANIMOUSLY that the Town raise and appropriate the sum of TEN THOUSAND THREE HUNDRED (\$10,300) DOLLARS to supplement the Fiscal Year 2003 budgets for the following Town Departments in the following amounts:

Fire Department, Expenses	\$5,300
Monument Maintenance Committee, Expenses	\$5,000

Selectmen Recommend Approval
Finance Committee Recommends Approval

ARTICLE 3: FISCAL YEAR TRANSFERS;VARIOUS DEPARTMENTS/TOWN MANAGER

It was VOTED UNANIMOUSLY to dismiss Article 3 at this time.

ARTICLE 4. Oak Road BETTERMENT / BOARD of SELECTMEN

It was VOTED UNANIMOUSLY that the town accept, as a Town way, Oak Road, as laid out by the Selectmen as shown by their report and duly filed with the Town Clerk, said way to be known as Oak Road. That the sum of money of \$39,000 (THIRTY NINE THOUSAND DOLLARS) be raised and appropriated for the original construction of said way. That betterments to the extent of seventy-five percent (75%) of said construction be assessed against the owners of abutting estates at a rate equal to two percent above the rate of interest charged to the Town for the betterment project to which assessments relate. And that the Board of Selectmen be authorized to accept the deed for Oak Road, pursuant to Mass General laws, Chapter 40, Section 14.

Selectmen Recommend Approval
Finance Committee Recommends Approval
Planning Board Recommends Approval

ARTICLE 5. Camp Road BETTERMENT / Highway DEPARTMENT

It was VOTED UNANIMOUSLY that the town accept, as for a Town way, Camp Road, as laid out by the Selectmen as shown by their report and duly filed with the Town Clerk, said way to be known as Camp Road. That the sum of money of \$25,000 (TWENTY FIVE THOUSAND DOLLARS) be raised and appropriated for the original construction of said way. That betterments to the extent of seventy-five percent (75%) of said construction be assessed against the owners of abutting estates at a rate equal to two percent above the rate of interest charged to the Town for the betterment project to which assessments relate. And that the Board of Selectmen be authorized to accept the deed for Camp Road, pursuant to Mass General laws, Chapter 40, Section 14.

Selectmen Recommend Approval
Finance Committee Recommends Approval
Planning Board Recommends Approval

ARTICLE 6. Stabilization Fund FY2003 / FINANCE COMMITTEE

It was VOTED that the Town appropriate from Free Cash the sum of \$2,000,000.00 (TWO MILLION DOLLARS), to be deposited in the Stabilization Fund, established under Massachusetts General Laws, Chapter 40, Section 5B.

Selectmen Recommend Approval
Finance Committee Recommends Approval

ARTICLE 7. Reduction of AMOUNT to be Raised by TAXES in FY2003 / FINANCE COMMITTEE

It was VOTED UNANIMOUSLY That the Town direct the Assessors to take from Free Cash the sum of 1,090,157.90 (ONE MILLION NINETY THOUSAND ONE HUNDRED FIFTY-SEVEN DOLLARS AND NINETY CENTS) to reduce the net amount to be raised for Fiscal Year 2003.

Selectmen Recommend Approval
Finance Committee Recommends Approval

ARTICLE 8: RESOLUTION CONCERNING ATTACKS of SEPTEMBER 11th

It was VOTED UNANIMOUSLY that the Town adopt the following resolution:

“To declare that the people of the Town of Westford condemn the use of violence and terror as a means to achieve political or social ends and declare our support for our efforts to end both domestic and world terrorism. That we the people of Westford declare our full

support for the United States Government, the Government of the Commonwealth of Massachusetts and for each and every soldier, sailor, marine, airman, police officer, firefighter and all public safety and law enforcement personnel, in their efforts to defend the American people and bring those responsible for the devastating tragedies of September 11, 2001 to Justice and that a copy of this resolution be sent to the President of the United States, Senators Kennedy and Kerry and Congressman Meehan.”

Selectmen Recommend Approval

ARTICLE 9. COMMUNITY PRESERVATION FUNDS APPROPRIATION / COMMUNITY PRESERVATION COMMITTEE

A MOTION was duly made and seconded, and it was voted to AMEND the motion by removing the line items pertaining to 3 Tennis courts at the Stony Brook Middle School (\$84,000) and the Playground structure at American Legion Park, Graniteville (\$30,000) so that the final motion that passed read:.

That the Town vote pursuant to MGL Chapter 44B, in accordance with the recommendation of the Westford Community Preservation Committee, to appropriate \$1,510,851.75 (ONE MILLION, FIVE HUNDRED AND TEN THOUSAND, EIGHT HUNDRED AND FIFTY ONE DOLLARS AND 75/100) as follows:

\$250,000	Movement of fill and regrading of Housing Authority Parcel at Stony Brook in order to build 15 housing units (Affordable Housing Committee)
\$100,000	Preserve and renovate the exterior of Roudenbush Community Center, 65 Main Street
\$75,000	Consulting and predevelopment site evaluation and testing for expansion of Senior Housing at Tadmuck Road from 48 units to 103 units.
\$2,500	Community Preservation Committee Operating Expenses
\$63,097	Historic Resources Reserves Account
\$1,020,254.75	Open Space Reserve Account

The Community Preservation funds are allocated for the specific projects described in this November 12, 2002 Special Town Meeting Warrant article. If the funds allocated are in excess of actual project costs or insufficient to complete the projects(s) as described, the money will revert back to the General Community Preservation Account, after adjusting for the mandated 10% allocations for Open Space, Historical Resources and Community Housing.

Selectmen Recommend Approval
Finance Committee Recommends Approval

Town Meeting then passed the following RESOLUTION:

Town Meeting hereby requests that in allocating future CPA funds, the CPA Committee shall give the highest priority to acquiring land for open space.

ARTICLE 10. SALE OF TOWN OWNED LAND FOR PRIVATE SEPTIC SYSTEM AND GRANTING OF SLOPE EASEMENT GRANITEVILLE ROAD / BOARD OF SELECTMEN

It was VOTED UNANIMOUSLY that the Town will vote to authorize the Board of Selectmen pursuant to MGL C. 40 S3, to sell 755 square feet of Town owned property, more or less bounded and described as follows;

Beginning at the intersection of the westerly line Graniteville Road and the southerly line of Bridge Street thence running:

NORTHWESTERLY N24-54"-57" W forty eight feet (48.00)

SOUTHWESTERLY S 81-19'-42" W thirty feet (340.00);

SOUTHWESTERLY S 36-13'-06" W two feet (2.00') to a stone bound;

SOUTHEASTERLY S 53-46'-54" E sixty-three and twenty-nine one hundreds feet (63.29') to the point of beginning. Being shown as Parcel A on a plan entitled: "Plan of Land 82 Graniteville Road Westford, Massachusetts October 7, 2002" to be recorded herewith.

And to further allow the Selectmen to grant a permanent grading easement located in the vicinity of 82 Graniteville Road, being bound and described as follows:

Beginning at the intersection of the westerly line Graniteville Road and the southerly line of Bridge Street thence running:

NORTHWESTERLY N08-32"-10" W forty and 12 one hundreds feet (4.12)

SOUTHWESTERLY S 43-09'-20" W nineteen feet (19.00');

NORTHWESTERLY N 88-44'-59" W twenty eight and seven tenths feet (28.70)

SOUTHWESTERLY S 08-57'-23" W fifteen feet (15.00');

NORTHEASTERLY N 81-19'-42' thirty feet (30.00')

SOUTHEASTERLY S 24-54'-57 E forty eight feet (48.00) to the point of beginning. Being shown as proposed grading easement adjacent to Parcel A as shown on a plan entitled: "Plan of Land 82 Graniteville Road Westford, Massachusetts October 7, 2002" to be recorded herewith.

*Selectmen Recommend Approval
Finance Committee Recommends Approval*

ARTICLE 11. ACCEPTANCE OF MGL CHAPTER 59, SECTION 5: CHANGE OF RESIDENCY REQUIREMENT FOR DISABLED VETERANS / VETERANS SERVICE OFFICER

It was VOTED UNANIMOUSLY That the Town accept the Provisions of MGL Chapter 59, Section 5 Clauses 22, 22A, 22B, 22C, 22E changing the residency requirement from five (5) years to one (1) year for disabled veterans.

*Selectmen Recommend Approval
Finance Committee Recommends Approval*

ARTICLE 12. ACCEPTANCE OF MGL CHAPTER 138, SECTION 33B: SALE OF ALCOHOLIC BEVERAGES ON SUNDAY AND LEGAL HOLIDAYS / BOARD OF SELECTMEN

It was VOTED that the Town accepts the provisions of MGL Chapter 138 Section 33B relative to the sale of Alcoholic Beverages at 11:00 AM on Sundays and Holidays in Food Service Establishments.

Selectmen Recommend Approval

ARTICLE 13. PROPERTY TAX DEFERMENT: SPECIAL ACT: Application of CHAPTER 59, SECTION 5 41A

A MOTION was duly made and seconded, and it was voted to AMEND the motion by adding the following line after the sentence that ends with "... shall the rate exceed 8%:" "A property must be owner-occupied to qualify for this deferment." So that the final motion that passed read:

That the Town will vote to petition the General Court of the Commonwealth of Massachusetts to enact special legislation to provide that the Assessors of the Town of Westford when applying the provisions of Massachusetts General Law, Chapter 59, Section 5, Clause 41A shall apply the following criteria with regard to the deferment of property tax payments:

That 60 years be the minimum age instead of 65 years at which a property owner may be considered a senior for the purpose of deferred payment of property taxes;

That \$60, 000, not \$40,000 is the maximum income which singles or couples may have to be eligible to defer their payment of property rates;

That the annual interest rate to be paid on the deferred taxes be 4% in the first year and set annually thereafter by the Board of Selectmen, provided that in no event shall the rate exceed 8%.

A property must be owner-occupied to qualify for this deferment.

That there be no restrictions on the number of years a property owner who wishes to defer payment of property taxes must:

- a) be domiciled in the Commonwealth
- b) own and occupy as his domicile such real property;

And said legislation to take effect without further submission to a Town Meeting.

Selectmen Recommend Approval
Finance Committee Recommends Approval

The following MOTION TO AMEND was made and duly seconded:

To delete the clause relating to age.

The motion FAILED for lack of majority.

ARTICLE 14: SENIOR RESIDENTS PROPERTY TAX RELIEF PROGRAM / SENIOR TAX RELIEF COMMITTEE

It was VOTED to DISMISS Article 14 at this time in order to allow for further study.

ARTICLE 15: STREET ACCEPTANCE/PLANNING BOARD

It was VOTED UNANIMOUSLY to DISMISS this Article relative to accepting April Lane, May Lane, Lanes End, Anne Teresa Way, and Ashley Place, because they do not meet Planning Board specifications.

ARTICLE 16. GENERAL BYLAW AMENDMENT / BYLAW REVIEW COMMITTEE

A MOTION was duly made and seconded, and it was voted to AMEND the motion by underlining the footnote text in Chapter 22 and adding section references to Chapter 51 so that the final motion that passed UNANIMOUSLY read..

That the Town amend the General Bylaws of the Town of Westford by adopting the following changes to the various sections as shown below, with additions appearing as underlined text and deletions indicated by the placement of a line through the affected word (s)

CHAPTER 22: FINANCE COMMITTEE

[Adopted 2-17-47 ATM Art. 35, as amended. Replaced 5-7-88 ATM Art. 14, as amended.
Replaced 12-7-99 AdjSTM Art. 14. Amendments noted where applicable.]

§ 22.6. Areas of responsibility.

A. Development of annual operating and capital improvement budgets.

1. Immediately upon the close of the fiscal year, the Finance Director shall compile statements in tabulated form for 1) the amounts appropriated and amounts expended from each appropriation during the preceding fiscal year and 2) an analysis of the adequacy of the appropriations and revenue estimates for the current fiscal year. Copies of the same, together with any other information he/she deems advisable, shall be immediately transmitted to the Board of Selectmen, the Town Manager, and the Finance Committee. The Town Manager, in consultation with the Finance Director and Finance Committee, shall then set completion dates for all phases of the succeeding fiscal year's budget development process.
2. Upon analysis and consideration of the information provided and gathered, the Town Manager shall issue a budget development message to all departments and boards by the agreed upon date. The message shall outline the current and projected financial condition of the Town and budgetary goals for the succeeding fiscal year.
3. The Town officers, boards, committees, and department heads authorized by law to expend funds, shall submit detailed estimates of the amounts necessary for the proper maintenance of their departments in the upcoming fiscal year to the Town Manager and Finance Committee no later than the agreed upon date. Furthermore, such officers, boards, committees, and department heads authorized by law to expend funds, shall submit a capital budget for the upcoming fiscal year to the Town Manager and the Finance Committee no later than the agreed upon date.
4. All budgets thus submitted shall be consistent with the policy direction contained in the budget development message and shall be accompanied by sufficient explanation and supporting data to clearly support the amounts described.
5. The Town Manager and Finance Committee shall either separately or jointly review the budgets submitted to them, and each shall hold such hearings and meetings as deemed necessary. The Town Manager shall, no later than the agreed upon date and after making additions and deletions as he/she sees fit, adopt a final proposed operating and capital budget for presentation to the Annual Town Meeting for the succeeding fiscal year.
6. The Finance Committee shall, after due consideration, recommend the amounts which, in its judgment, should be appropriated for the ensuing year, and shall accompany the same with such explanations and suggestions thereto as it may deem advisable for the proper

information of the voters. The Finance Committee shall print these recommendations and information together with the Town Manager's proposed budget and the warrant*, and shall distribute this document to all residents of the Town at least ~~21~~ 10 days prior to the Annual Town Meeting.

* The word warrant in this instance may mean a summary of all warrant articles and not necessarily the full text of the warrant.

CHAPTER 51: TOWN MEETINGS

[Adopted 2-11-24 ATM, as amended. Replaced 5-14-02. Amendments noted where applicable.]

Section 51.1

Notice of Annual Town Meetings. [Amended 2-17-47 ATM Art. 35; 3-9-57 ATM Art. 32; 11-1-61 STM Art. 10. Replaced 11-15-00 AdjSTM Art. 24]

C:

1. The Board of Selectmen shall give notice of every Annual Town Meeting by posting an attested copy of the warrant at the Town Hall, the J.V. Fletcher Library, and each post office in Westford at least 14 days before the meeting.
2. The Finance Committee shall print and distribute the warrant* with the Finance Committee's recommendations and the Town Manager's proposed budget to all residents of the Town at least ~~21~~ 10 days prior to before the Annual Town meeting.

Section 51.2 Notice of Special Town Meetings. [Adopted 11-15-00 AdjSTM Art. 24]

C:

~~At least 14 days before every Special Town Meeting, T~~ the Board of Selectmen shall give notice of every Special Town Meeting by:

1. posting an attested copy of the warrant at the Town Hall, the J.V. Fletcher Library, and each post office in Westford at least 14 days before the meeting.
2. ~~publishing the warrant and the voter registration deadline in a newspaper of general circulation in the Town.~~
2. printing and distributing the warrant* and the voter registration deadline to all residents of the Town at least 10 days before the meeting.

CHAPTER 61: HAZARDOUS MATERIALS STORAGE

[Adopted 6-28-82 AdjATM Art. 16, as amended. Replaced 5-13-97 AdjATM Art. 33.
Amendments noted where applicable.]

§ 61.1. Authority.

This bylaw is adopted by the Town of Westford under its home rule ~~powers~~ power; its police powers to protect the public health, safety, and ~~welfare~~ welfare; and its authorization under Massachusetts General Laws chapter 40, section 5.21(1).

** In these instances, the use of the word warrant may mean a summary of all warrant articles and not necessarily the full text of the warrant.*

§ 61.2. Purpose.

The purpose of this bylaw is to protect, preserve, and maintain the existing and potential groundwater supply, groundwater recharge areas, and surface water within the Town of Westford from contamination, and to protect public health and safety. Nothing in this bylaw shall be construed as inconsistent with, or in interference with, the authority vested upon the Fire Chief under Massachusetts General Laws chapter 148, or any state rules and regulations adopted pursuant thereto.

§ 61.3. Definitions.

The following definitions shall apply in the interpretation and implementation of this bylaw:

Abandoned means being out of service for a period in excess of 180 days, in the case of a tank or storage facility for which a license is required under the provisions of Massachusetts General Laws chapter 148, or for a period of 12 months, in the case of any other tank or storage facility.

Above-ground tank or storage facility shall mean any tank or storage facility, whether inside or outside a building, which is not underground.

Discharge means the disposal, injection, dumping, spilling, leaking, incineration, or placing of any hazardous material or any constituent thereof into or on any land or water so that such material may enter the environment or be emitted into the air or discharged into any waters, including groundwater.

Hazardous materials means any substance or mixture of physical, chemical, or infectious characteristics posing a significant, actual or potential hazard to water supplies or other hazards to human health if such substance or mixture were discharged to land or water. Hazardous materials include, without limitation, synthetic organic chemicals, petroleum products, heavy metals, radioactive or infectious wastes, acids and alkalis, and all substances defined as toxic or hazardous under Massachusetts General Laws chapters 21C and 21E and 310 CMR 30.00, and also include such products as solvents and thinners.

Hazardous wastes shall mean any waste as set forth in Massachusetts General Laws chapter 21C.

Leak shall mean any uncontrolled movement of any hazardous material out of a tank or storage facility or its components, or any uncontrolled movement of water into a tank or storage facility or its components, measured as set forth in 527 CMR 9.02.

Out of service shall mean not in use, with no regular filling or drawing; or not being maintained, without adherence to the requirements of this bylaw; or uncontrolled, without being attended or secured; or any combination thereof.

Priority pollutant shall mean a hazardous material listed in 40 CFR Pt. 423, App. A, a copy of which is available from the Board of Health.

Tank or storage facility shall mean any structure used, or designed to be used, for the storage of hazardous materials of any kind. The term shall include 55 gallon drums or containers of hazardous materials. Tank or storage facility shall not include the storage of the following:

- A. fuel oil for heating purposes in a freestanding container of 330 gallons or less within a building, regardless of the number of such-sized tanks;
- B. liquefied petroleum gas containers of 1,000 gallons or less;

- C. pesticides, fertilizers, and hazardous materials in the original package in quantities normally associated with household use, including retail displays at retail establishments, and;
- D. working or single-use containers storing volumes not exceeding 5 gallons of hazardous materials intended for use within 24 hours.

~~The term shall include 55-gallon drums or containers of hazardous materials, but shall not include pesticides, fertilizers and the like in the original package with quantities normally associated with household use.~~

Town shall mean the Town of Westford.

Underground tank or storage facility shall mean any tank or storage facility including piping in connection therewith, which meets at least one of the following criteria:

- A. The top of which is located below ground.
- B. Any portion of which is 4 feet or more below ground or as defined by Massachusetts General Laws chapter 148 or 527 CMR 9.00.

§ 61.4. Registration.

- A. All tanks, storage facilities, or retail establishments for the storage of hazardous materials with a capacity to hold more than 50 gallons liquid volume, 25 pounds dry weight, or 2 pounds of priority pollutants shall be registered with the Board of Health and the Fire Department, if applicable. Such registration shall contain the following information:
 - 1. Name, address, and telephone numbers (day and night) of the owner or operator.
 - 2. Capacity and contents of the tank or storage facility, with specific description of the type of hazardous material being stored.
 - 3. The date of installation of the tank or storage facility, if available.
 - 4. The type of tank or storage facility construction, and indication of any leak detection methods in place.
 - 5. The depth below ground level of the lowest and highest points of the tank or storage facility, ~~or if~~ if the tank or storage facility is underground.
 - 6. Description of any previous leaks, including approximate dates, causes, estimated amounts, and repairs taken.
 - 7. If the tank or storage facility is underground, additional material as required by section 61.6, herein.
- B. Owners or operators of tanks or storage facilities which meet the registration requirements of section 61.4.A shall register such tank or storage facility initially within 90 days of the enactment of this bylaw, and annually thereafter within 30 days of January 1, provided, however, that such owners or operators with currently registered tanks or storage facilities under the provisions of this Chapter 61 in effect prior to the adoption of this bylaw shall register such tanks or storage facilities first within 30 days of January 1, 1998. Owners or operators of tanks or storage facilities which later meet the registration requirements shall register such tanks or storage facilities initially within 30 days of meeting such requirements, and thereafter annually within 30 days of January 1.

- C. In addition to registration, owners or operators of tanks or storage facilities registered in accordance with sections 61.4.A and 61.4.B shall maintain on the premises an inventory, reconciled on a monthly basis, of purchase, sale, use, disposal, or discharge of hazardous materials. The purpose of the inventory is to detect any product loss and to provide ongoing record of all hazardous materials within the Town over the registration period. If unaccounted for product loss is discovered in the monthly reconciliation, the owner or operator shall comply with the provisions of section 61.7 herein. Accurate daily inventory records required pursuant to Massachusetts General Laws chapter 148 or any state regulation shall suffice for the purpose of this section, and may be submitted, under section 61.4.D below, in accordance with this bylaw.
- D. Upon the request of the Board of Health, owners or operators subject to this chapter shall produce, within 24 hours, their latest reconciled inventory.

§ 61.5. Above-ground tanks or storage facilities.

- A. Surfaces underlying above-ground tanks or storage facilities containing hazardous materials, or areas in which hazardous materials are used, transferred, or delivered to such tanks or storage facilities, shall be impermeable to the materials being stored, and shall be enclosed by a permanent dike ~~if~~ of impermeable construction. The dike system shall be sufficient to contain the capacity of the largest tank or storage facility plus 10% of the aggregate capacity of all other tanks or storage facilities within the enclosure. Double-walled tanks with continual interstitial monitoring may meet the diking requirements of this regulation. Nothing in this section shall be construed to replace the application of the dike requirements to tanks or storage facilities licensed under Massachusetts General Laws chapter 148.
- B. Wastes containing hazardous materials shall be held on the premises in product-tight containers for removal by a licensed carrier for disposal in accordance with Massachusetts General Laws chapter 21C.
- C. Above-ground tanks or storage facilities shall be prominently labeled to provide notice as to the types of hazardous materials stored within.

§ 61.6. Underground tanks or storage facilities.

- A. In addition to the information set forth in section 61.4, all owners or operators of underground tanks or storage facilities containing hazardous materials, in any quantity, shall provide to the Board of Health and the Fire Department, if applicable, the following additional information:
 - 1. The location of each tank or storage facility on the premises, complete with sketch map
 - 2. The age of each tank or storage facility, evidence of the date of installation, including any permits, if applicable.Such information shall be filed in the same manner, and at the same times, as that information required by section 61.4, above.
- B. All materials used in the construction of any underground tank or storage facility shall be suitable for the purpose, and such tank or storage facility shall be designed or constructed to withstand any normal stress to which it may be subjected. Where applicable, such tank or storage facility shall be constructed in accordance with Massachusetts General Laws chapter 148 and 527 CMR 9.00 et seq., as amended.

- C. Owners or operators of underground tanks or storage facilities for which evidence of an installation date is not available shall, at the order of the Board of Health, have such underground tanks or storage facilities tested, in accordance with section 61.6.D, herein. The tank or storage facility shall be emptied, to the extent feasible, prior to such testing. If the Board of Health determines that the tank or storage facility is not product-tight, it shall be repaired or disposed of under the direction of that authority in accordance with 527 CMR 9.00.
- D. All steel underground tanks or storage facilities with a capacity greater than 550 gallons shall be subject to mandatory testing 15 years after the date of installation, and annually thereafter, or if evidence of date of installation is not available, and the Board of Health so determines, in accordance with the standards of National Fire Protection Pamphlet No. 329, Chapter 4-3.10, or other test of superior or equivalent accuracy. The tank or storage facility shall be emptied, to the extent feasible, prior to such testing. Owners or operators may demonstrate to the Board of Health, pursuant to section 61.9, herein that such tests are not appropriate when, after a showing to the Board of Health of monitoring devices, double-walled construction, or equivalent safety precautions, the Board of Health determines that the underground tank or storage facility does not represent a threat to ground or surface water quality. Such variance shall be required yearly. Nothing in this subsection shall be construed to replace or supersede the testing requirements of Massachusetts General Laws chapter 148 or any state regulation promulgated thereunder.
- E. The Board of Health recommends that all steel underground tanks or storage facilities with a capacity of less than 550 gallons be removed immediately after the termination of the manufacturer's warranty for the facility, or after 15 years of the date of installation of the facility, whichever last occurs.
- F. Where the Board of Health has probable cause to believe that the underground tank or storage facility has caused a leak or a discharge to occur, said Board may order the testing of such tank or storage facility within 3 workdays.
- G. If the testing required by this section indicates that a leak or discharge has occurred, the owner or operator shall proceed in accordance with section 61.7, herein.
- H. Underground tanks or storage facilities shall have appurtenances prominently labeled to provide notice as to the types of hazardous materials stored within.

§ 61.7. Defects.

- A. All leaking tanks or storage facilities must be reported to the Board of Health or the Fire Chief and emptied by the owner or operator within 12 hours, or as prescribed by state regulation, after detection of any leak.
- B. The Board of Health shall determine whether any tank or storage facility or its components that have been identified as the source of a leak shall be repaired, or removed and replaced, and shall notify the owner of its decision. In making its determination, the Board of Health shall be governed by the provisions of Massachusetts General Laws chapter 148 and 527 CMR 9.00.
- C. If the Board of Health determines that a tank or storage facility or its components shall be removed, any removal shall be completed within 90 days after that authority has notified the owner, in writing, of its decision.

§ 61.8. Abandonment and other concerns.

- A. The holder of any license issued pursuant to Massachusetts General Laws chapter 148 for underground storage of any liquid hazardous material shall notify the Board of Health and the Fire Chief whenever the provisions of said license ~~ceased~~cease to be exercised. Upon such notification, the Fire Chief shall prescribe appropriate action under Massachusetts General Laws chapter 148 and applicable state regulations.
- B. All other tanks or storage facilities, not regulated by Massachusetts General Laws chapter 148, shall be regulated as follows:
 1. The owner of tank or storage facility with an intent to abandon such tank or storage facility shall promptly notify the Board of Health and the Fire Chief of the decision to abandon. Except as provided in section 61.8.B.3, no tank or storage facility may be abandoned in place.
 2. Abandoned tanks shall be emptied of all hazardous materials under the direction of the Board of Health. The product and tank shall be disposed of, at the owner's expense, as directed by that authority.
 3. If the owner of a tank or storage facility, which is located under a building and which cannot be removed from the ground without first removing the building, decides, in conjunction with the Fire Chief under the provision of 527 CMR 9.00, to abandon said tank or storage facility, the owner shall promptly notify the Board of Health of this decision, and, subject to the directions of the Board of Health, have all the hazardous materials removed from the tank or storage facility and have same filled with a concrete slurry mix as set forth in 527 CMR 9.00, or as prescribed by the authority having jurisdiction.
 4. If the Board of Health determines that a tank or storage facility or its components shall be removed, any removal shall be completed within 90 days after that authority has notified the owner, in writing, of its decision.

§ 61.9. Variances.

The Board of Health may vary the application of any provision of this bylaw, unless otherwise precluded by law, when in its opinion, the applicant has demonstrated that an equivalent degree of environmental protection required under this bylaw will still be achieved. The applicant at his/her own expense must notify all abutters by certified mail at least ten days before the hearing at which such variance request shall be considered. The notification shall state the variance sought and the reasons therefor. The Board of Health shall also notify, within 14 days of receipt of a variance request, the Fire Chief, Conservation Commission, and Building Inspector, of any variance requested under this Section, for their response in writing. The Board of Health shall hold a hearing on such variance request within 45 days of its receipt. Any variance granted by the Board of Health shall be in writing, as shall be any denial of a variance request, and shall contain a brief statement of the reasons for the granting or ~~denial of~~ denying the variance.

§ 61.10. Fees.

- A. The Board of Health may charge reasonable fees and shall publish a fee schedule.
- B. The Board of Health may charge for additional expenses incurred in the enforcement of this chapter 61.

- C. Any person registering a tank or storage facility pursuant to this chapter 61 shall pay a fee to the Town's Board of Health. Such fee shall be due on the same date as the initial or annual registration. Failure to pay the fee shall constitute a violation subject to the penalties contained herein.

§ 61.11. Enforcement.

- A. All discharges of hazardous material within the Town are prohibited.
- B. Any person having knowledge of any discharge of hazardous materials shall immediately report the discharge to the Board of Health and the Fire Chief.
- C. The Board of Health or its agents may enter upon privately owned property consistent with the authority conferred upon the Board by Massachusetts General Laws for the purpose of performing their duties under this bylaw.
- D. Any person who violates any provision of this bylaw shall be punished by a fine of not more than \$300. Each day or portion thereof during which a violation continues shall constitute a separate offense; if more than one violation exists, each ~~condition-violation~~ shall constitute a separate offense. Upon the request of the Board of Health or the Fire Chief, the Board of Selectmen shall take such legal action as is necessary to enforce this bylaw.

§ 61.12. Severability.

If any provision of this bylaw is held to be unconstitutional, or in violation of state law, it shall not affect any other provision or the administration thereof.

*Selectmen Recommend Approval
Finance Committee Recommends Approval*

The following MOTION TO AMEND was made and duly seconded:

To remove the footnotes pertaining to summary warrants in both chapters 22 and 51.

The motion FAILED for lack of majority.

The following MOTION TO AMEND was made and duly seconded:

To insert the text "and posted to the Town website" in sections 51.1.C.1 and 51.2.C.1 following the words "and each post office."

The motion FAILED for lack of majority.

ARTICLE 17. AMENDMENT TO WETLAND BYLAW / NASHOBA TECHNICAL HIGH SCHOOL DISTRICT

It was VOTED that the Town vote to amend Westford Bylaws Section 171-2 by adding to the end of the existing section the following words:

"Provided further that the foregoing shall not be construed to prohibit the installation of sewer mains, collector lines, pump stations, tanks, manholes or other components of any existing waste water treatment facility approved by the Massachusetts Department of Environmental Protection Bureau of Resource Protection pursuant to 314 CMR 5.00, whether or not said facility is located in another town when:

- a. said installation is to occur solely in relation to a parcel or contiguous parcels in Westford that have been continuously used for school purposes for no less than five years prior to said installation; and
- b. the existing waste water treatment facility has adequate existing capacity as determined by the Bureau of Resource Protection to service the needs of the school to which it is to be connected; and
- c. it is necessary to cross through a Buffer Zone with an approved connection whose sole purpose is to connect the school structure(s) to the existing waste water treatment facility and where said installation in the Buffer Zone is to be located in a previously disturbed area within an existing Town maintained Right of Way or State Highway.

Selectmen Recommend Approval

Finance Committee Does Not Recommend Approval

At 11:39 pm it was voted to adjourn the Special Town Meeting to Wednesday, November 13, 2002 at 7:00pm.

ADJOURNED SPECIAL TOWN MEETING

Wednesday, November 13, 2002

Election officers, using voting lists, acted as tellers at the doors. A total of 218 voters were in attendance.

Ellen Harde, Town Moderator, declared that a quorum was present and called the meeting to order at 7:45 pm.

ARTICLE 18. ZONING BYLAW AMENDMENT / PLANNING BOARD

It was VOTED UNANIMOUSLY that the Town will vote to amend the Zoning Bylaw by making the following changes thereto:

ITEM 1. Delete existing May 11, 2002 Zoning Bylaw Section 1.0, Introduction, in its entirety and substitute Section 1.0, Introduction, in the document entitled, "Town of Westford, Massachusetts, Zoning Bylaw, Approved by the Attorney General's Office on September 6, 2002, Updated on September 20, 2002", on file in the office of the Town Clerk, which reflect changes to the August 27, 2001 version of the Zoning Bylaw which were voted on November 13th 2001 and May 11th, 2002 as approved by the Attorney General's office.

ITEM 2. Delete existing May 11, 2002 Zoning Bylaw Section 2.0, Districts, in its entirety and substitute Section 2.0, Districts, in the document entitled, "Town of Westford, Massachusetts, Zoning Bylaw, Approved by the Attorney General's Office on September 6, 2002, Updated on September 20, 2002", on file in the office of the Town Clerk, which reflect changes to the August 2001 version of the Zoning Bylaw which were voted on November 13th 2001 and May 11th, 2002 as approved by the Attorney General's office.

ITEM 3. Delete existing May 11, 2002 Zoning Bylaw Section 3.0, Use Regulations, in its entirety including Appendix A (Table of Principal Use Regulations) and Appendix B (Table of Accessory Use Regulations) and substitute the Section 3.0, Use Regulations, including Appendix A (Table of Principal Use Regulations) and Appendix B (Table of Accessory Use Regulations) in the document entitled, "Town of Westford, Massachusetts, Zoning Bylaw, Approved by the Attorney General's Office on September 6, 2002, Updated on September 20, 2002", on file in the office of the Town Clerk, which reflect changes to the August 27, 2001 version of the Zoning Bylaw which were voted on November 13th 2001 and May 11th, 2002 as approved by the Attorney General's office.

ITEM 4. Delete existing May 11, 2002 Zoning Bylaw Section 4.0, Dimensional Regulations, in its entirety including Appendix C, Table of Dimensional and Density Regulations, and substitute Section 4.0, Dimensional Regulations, including Appendix C (Table of Dimensional and Density Regulations) in the document entitled, "Town of Westford, Massachusetts, Zoning Bylaw, Approved by the Attorney General's Office on September 6, 2002, Updated on September 20, 2002", on file in the office of the Town Clerk, which reflect changes to the August 27, 2001 version of the Zoning Bylaw which were voted on November 13th 2001 and May 11th, 2002 as approved by the Attorney General's office, except as follows:

- A. Delete, per the Attorney General's letter dated May 10, 2002, the second and third sentences of section 4.3.6 in their entirety.

ITEM 5. Delete existing May 11, 2002 Zoning Bylaw Section 5.0, General Regulations, in its entirety including Appendix D, Table of Parking Requirements, and substitute Section 5.0, General Regulations, including Appendix D (Table of Parking Requirements) in the document entitled, "Town of Westford, Massachusetts, Zoning Bylaw, Approved by the Attorney General's Office on September 6, 2002, Updated on September 20, 2002", on file in the office of the Town Clerk which reflect changes to the August 27, 2001 version of the Zoning Bylaw which were voted on November 13th 2001 and May 11th, 2002 as approved by the Attorney General's office, except as follows:

- A. Delete, per the Attorney General's letter dated May 10, 2002, the reference in Section 5.1.5.3 to "the most recent rules and regulations of the Architectural Barriers Board, specifically section 7, thereof," and substitute therefor the words, "the most recent rules and regulations of the Architectural Access Board, 521 CMR 23.00."
- B. Delete, per the Attorney General's letter dated May 10, 2002, the reference in Section 5.3.6 (7) to ""the Building Code of the town," and substitute therefor the words "this Zoning Bylaw and the State Building Code."
- C. Delete the reference "Subsection G (2)(a)" in Section 5.3.9.5 and substitute the reference "Subsection 5.3.9.1."
- D. Delete the reference "Subsection G(2)(h)" in Section 5.3.9.7 and substitute the reference "Section 5.3.9.8."
- E. Add the reference "5.3.9.5" after the word "Subsection" in Section 5.3.9.10.
- F. Delete, per the Attorney General's letter dated May 10, 2002, in Appendix D, Table of Parking Requirements, Section C.2 the words "As may be determined by the Building Inspector" in the column headed "Required Parking Spaces, and substitute therefor the words "1 space per 180 square feet of gross floor area."
- G. Delete the reference "subsection 5" in Section 5.3.9.9 and substitute the reference with "Subsection 5.3.9.5."
- H. Delete the reference "subsection 7" in Section 5.3.9.8 and substitute the reference with "Subsection 5.3.9.7."

ITEM 6. Delete existing May 11, 2002 Zoning Bylaw Section 6.0, Special Regulations, in its entirety including Appendix E and substitute Section 6.0, Special Regulations including Appendix E (Growth Management Provisions) in the document entitled, "Town of Westford, Massachusetts, Zoning Bylaw, Approved by the Attorney General's Office on September 6, 2002, Updated on September 20, 2002", on file in the office of the Town Clerk, which reflect changes to the August 27, 2001 version of the Zoning Bylaw which were voted on November 13th 2001 and May 11th, 2002 as approved by the Attorney General's office, except as follows:

- A. Delete, per the Attorney General's letter dated May 10, 2002, the words "within a reasonable period of time" from Section 6.2.7.(9) and substitute therefor the words "in accordance with G.L. c. 40A, s. 9."

ITEM 7. Delete existing May 11, 2002 Zoning Bylaw Section 7.0, Special Residential Regulations, in its entirety and substitute Section 7.0, Special Residential Regulations in the document entitled, "Town of Westford, Massachusetts, Zoning Bylaw, Approved by the Attorney General's Office on September 6, 2002, Updated on September 20, 2002", on file in the office of the Town Clerk, which reflect changes to the August 2001 version of the Zoning Bylaw which were voted on November 13th 2001 and May 11th, 2002 as approved by the Attorney General's office.

ITEM 8. Delete existing May 11, 2002 Zoning Bylaw Section 8.0, Special Districts, in its entirety and substitute Section 8.0, Special Districts in the document entitled, "Town of Westford, Massachusetts, Zoning Bylaw, Approved by the Attorney General's Office on September 6, 2002, Updated on September 20, 2002", on file in the office of the Town Clerk, which reflect changes to the August 2001 version of the Zoning Bylaw which were voted on November 13th 2001 and May 11th, 2002 as approved by the Attorney General's office, except as follows:

- A. Delete the reference to "Article VII" in section 8.1.8.1 and substitute therefor the reference "Section 8.1."
- A. Delete the reference to "Article VII" in section 8.1.8.2 and substitute therefor the reference "Section 8.1."
- B. Delete the reference to "Article VII" in section 8.1.8.3 and substitute therefor the reference "Section 8.1."
- C. Delete the reference to "June 15" in Section 8.2.2 and substitute therefor the reference June 15, 1983."
- D. Delete, per the letter of the Attorney General dated May 10, 2002, the words "(currently Section 744)" from Section 8.2.3.
- E. Delete, per the letter of the Attorney General dated May 10, 2002, the words "(currently Section 744)" from Section 8.2.6.2.a.

ITEM 9. Delete existing May 11, 2002 Zoning Bylaw Section 9.0, Administration and Procedures, in its entirety and substitute Section 9.0, Administration and Procedures in the document entitled, "Town of Westford, Massachusetts, Zoning Bylaw, Approved by the Attorney General's Office on September 6, 2002, Updated on September 20, 2002", on file in the office of the Town Clerk, which reflect changes to the August 2001 version of the Zoning Bylaw which were voted on November 13th 2001 and May 11th, 2002 as approved by the Attorney General's office.

ITEM 10. Delete existing May 11, 2002 Zoning Bylaw Section 10.0, Definitions, in its entirety and substitute Section 10.0, Definitions in the document entitled, "Town of Westford, Massachusetts, Zoning Bylaw, Approved by the Attorney General's Office on September 6, 2002, Updated on September 20, 2002", on file in the office of the Town Clerk, which reflect changes to the August 2001 version of the Zoning Bylaw which were voted on November 13th 2001 and May 11th, 2002 as approved by the Attorney General's office.

ITEM 11. Delete existing May 11, 2002 Zoning Bylaw Table of Contents, in its entirety and substitute Table of Contents in the document entitled, "Town of Westford, Massachusetts, Zoning Bylaw, Approved by the Attorney General's Office on September 6, 2002, Updated on September 20, 2002", on file in the office of the Town Clerk, which reflect changes to the August 27, 2001 version of the Zoning Bylaw which were voted on November 13th 2001 and May 11th, 2002 as approved by the Attorney General's office.

*Planning Board Recommend Approval
Selectmen Recommend Approval*

ARTICLE 19: ZONING BYLAW AMENDMENT/BY PETITION

A MOTION was duly made and seconded and it was voted to AMEND the Westford Zoning Bylaw as follows:

That the Town amend its zoning bylaw and in connection therewith amend its Zoning Map adopted May 6, 1978 and on file in the office of Town Clerk, by extending the "Commercial Highway" zone beginning at a point on Carlisle Road, four hundred seventy five (475') feet from the center line of Route 110 and running along Carlisle Road to a point one (1') foot West of Lot 30, turning thence northeasterly and running at said one (1') foot offset along the bound between Lot 29 and Lot 30, two hundred twenty four (224') feet; then turning northwesterly and running a distance of approximately one hundred sixty (160') feet to the rear corner of the existing Commercial Highway Zone..

*Planning Board has no Recommendation
Selectmen do not Recommend Approval*

The MOTION FAILED for lack of a two-thirds vote, which was counted by hand:

107 Yes to 118 No.

A MOTION to RECONSIDER Article 17 was made but later withdrawn due to lack of a QUORUM (193 people present).

The meeting adjourned at 8:50pm.

ANNUAL TOWN ELECTION

May 7, 2002

Official Results

PRECINCT 1 PRECINCT 2 PRECINCT 3 PRECINCT 4 PRECINCT 5 PRECINCT 6 TOTAL

Board of Selectmen (3 Year Term) - Vote for 2

Blanks	62	164	122	77	128	41	594
Geraldine Healy-Coffin	208	235	264	247	239	185	1378
Brian Shipley	144	307	203	138	200	201	1193
Write Ins		11	5	4	7	8	35
Allan Loiselle	188	251	294	220	241	325	1519
Paul Murray				4	1	6	11
TOTALS	602	968	888	690	816	766	4730

Board of Health (3 Year Term)-Vote for 2

Blanks	122	265	233	149	248	224	1241
Zac A. Cataldo	243	342	333	276	284	268	1746
Joseph A. Guthrie, Jr.	233	353	314	263	283	272	1718
Write Ins	4	8	8	2	1	2	25
TOTALS	602	968	888	690	816	766	4730

Board of Health (Vacancy) - Vote for 1

Blanks	71	96	84	87	95	63	496
John C. Goings, Jr.	106	175	205	114	138	173	911
Todd M. Lobo	124	213	155	144	173	147	956
Write Ins					2		2
TOTALS	301	484	444	345	408	383	2365

Housing Authority (Five Year Term) - Vote for 1

Blanks	60	124	114	75	121	109	603
William D. Coakley	241	359	328	269	287	274	1758
Write Ins		1	2	1			4
TOTALS	301	484	444	345	408	383	2365

Housing Authority (Vacancy) - Vote for 1

Blanks	62	121	114	71	118	108	594
Carol S. Engel	239	362	330	273	290	273	1767
Write Ins		1		1		2	4
TOTALS	301	484	444	345	408	383	2365

Library Trustees (3 Year Term) - Vote for 2

Blanks	337	591	518	401	495	468	2810
Robert D. Price	238	357	337	269	288	289	1778
Write Ins	21	12	15	5	10	3	66
Sandy Kelly	10	6	6	11	11	2	46
Alan Wood				3	11		14
Robert McCusker	3	2	3	1		4	13
Marianne Fleckner			9		1		10
TOTALS	609	968	888	690	816	766	4737

	PRECINCT 1	PRECINCT 2	PRECINCT 3	PRECINCT 4	PRECINCT 5	PRECINCT 6	TOTAL
Moderator (3 Year Term) - Vote for 1							
Blanks	37	101	70	42	67	75	392
Ellen S. Harde	264	382	373	302	339	307	1967
Write Ins		1	1	1	2	1	6
TOTALS	301	484	444	345	408	383	2365
Planning Board (5 Year Term) - Vote for 1							
Blanks	62	142	120	78	115	110	627
Andrea Peraner-Sweet	239	338	322	262	292	268	1721
Write Ins		4	2	5	1	5	17
TOTALS	301	484	444	345	408	383	2365
School Committee (3 Year Term) - Vote for 2							
Blanks	267	487	411	375	461	409	2410
Margaret A. Murray	244	346	335	278	289	276	1768
Write Ins	10	12	12	9	23	2	68
Allan Loiselle	2	9	2	5			18
Don Siriani	85	114	128	27	52	79	485
TOTALS	608	968	888	694	825	766	4749
Total Registered Voters	2082	2209	2272	2188	2213	2001	12965
Precinct Totals:	301	484	444	345	408	383	2365
Total Voter Turnout	14.5%	21.9%	19.5%	15.8%	18.4%	19.1%	18.2%

STATE PRIMARIES

SEPTEMBER 17, 2002

DEMOCRATIC STATE PRIMARY

Official Results

	PRECINCT 1	PRECINCT 2	PRECINCT 3	PRECINCT 4	PRECINCT 5	PRECINCT 6	TOTAL
<i>Senator in Congress (Vote for One)</i>							
Blanks	50	38	54	37	36	41	256
John F. Kerry	273	292	288	265	296	211	162
Write Ins	0	4	3	2	5	1	15
TOTALS	323	334	345	304	337	253	189
<i>Governor (Vote for One)</i>							
Blanks	5	5	1	1	0	2	14
Thomas F. Birmingham	48	53	59	29	49	54	292
Steven Grossman	1	1	1	0	0	0	3
Shannon P. O'Brien	113	105	131	109	120	94	672
Robert B. Reich	93	93	70	93	111	48	508
Warren E. Tolman	61	76	83	71	56	55	402
Write Ins	2	1		1	1	0	5
TOTALS	323	334	345	304	337	253	189
<i>Lieutenant Governor (Vote for One)</i>							
Blanks	44	26	39	39	30	28	206
Christopher F. Gabrieli	113	120	121	109	140	107	710
Lois G. Pines	122	117	128	100	96	70	633
John P. Slattery	43	70	55	54	71	48	341
Write Ins	1	1	2	2	0	0	6
TOTALS	323	334	345	304	337	253	189
<i>Attorney General (Vote for One)</i>							
Blanks	69	62	76	67	82	50	406
Thomas F. Reilly	254	272	267	237	255	202	148
Write Ins	0	0	2	0	0	1	3
TOTALS	323	334	345	304	337	253	189
<i>Secretary of State (Vote for One)</i>							
Blanks	74	75	84	75	86	58	452
William Francis Galvin	249	259	259	229	251	193	144
Write Ins	0	0	2	0	0	2	4
TOTALS	323	334	345	304	337	253	189

Democratic State Primary, cont'd

	PRECINCT 1	PRECINCT 2	PRECINCT 3	PRECINCT 4	PRECINCT 5	PRECINCT 6	TOTAL
<i>Treasurer (Vote for One)</i>							
Blank	54	52	70	64	57	33	330
Michael P. Cahill	59	49	51	45	36	32	272
Timothy P. Cahill	144	114	139	107	138	100	742
Stephen J. Murphy	28	42	36	26	32	44	208
James W. Segel	38	77	48	62	74	43	342
Write Ins	0	0	1	0	0	1	2
TOTALS	323	334	345	304	337	253	1896
<i>Auditor (Vote for One)</i>							
Blank	97	95	106	89	96	69	552
Joseph DeNucci	226	239	238	215	240	183	1341
Write Ins	0	0	1	0	1	1	3
TOTALS	323	334	345	304	337	253	1896
<i>Representative in Congress (Vote for One)</i>							
Blank	76	59	75	48	58	63	379
Martin T. Meehan	247	273	268	254	279	188	1509
Write Ins	0	2	2	2	0	2	8
TOTALS	323	334	345	304	337	253	1896
<i>Councillor (Vote for One)</i>							
Blank	108	111	131	115	129	87	681
Barilyn M. Petitto	215	222	213	188	208	165	1211
Levaney							
Write Ins	0	1	1	1	0	1	4
TOTALS	323	334	345	304	337	253	1896
<i>Senator in General Court (Vote for One)</i>							
Blank	75	75	77	76	78	60	441
Steven C. Panagiotakos	248	256	265	228	258	192	1447
Write Ins	0	3	3	0	1	1	8
TOTALS	323	334	345	304	337	253	1896
<i>Representative in General Court (Vote for One)</i>							
Blank	67	55	67	59	62	48	358
Goffrey D. Hall	256	276	275	244	274	204	1529
Write Ins	0	3	3	1	1	1	9
TOTALS	323	334	345	304	337	253	1896
<i>District Attorney (Vote for One)</i>							
Blank	71	82	85	64	77	56	435
Bartha Coakley	252	251	258	240	260	196	1457
Write Ins	0	1	2	0	0	1	4
TOTALS	323	334	345	304	337	253	1896

Democratic State Primary, cont'd

	PRECINCT 1	PRECINCT 2	PRECINCT 3	PRECINCT 4	PRECINCT 5	PRECINCT 6	TOTAL
<i>Register of Probate (Vote for One)</i>							
Blanks	75	72	83	83	86	41	440
John R. Buonomo	69	77	64	56	68	49	383
Diane Poulos Harpell	109	92	94	106	101	53	555
Ed McMahon	70	93	103	59	82	109	516
Write Ins	0	0	1	0	0	1	2
TOTALS	323	334	345	304	337	253	1896
<i>Total Registered Voters</i>	<i>2069</i>	<i>2207</i>	<i>2273</i>	<i>2187</i>	<i>2209</i>	<i>2005</i>	<i>12950</i>
<i>Precinct Totals:</i>	<i>323</i>	<i>334</i>	<i>345</i>	<i>304</i>	<i>337</i>	<i>253</i>	<i>1896</i>

GREEN PARTY STATE PRIMARY

Official Results

	PRECINCT 1	PRECINCT 2	PRECINCT 3	PRECINCT 4	PRECINCT 5	PRECINCT 6	TOTAL
<i>Senator in Congress (Vote for One)</i>							
Blanks	2	0	0	1	0	0	3
Write Ins	0	0	0	0	0	0	0
TOTALS	2	0	0	1	0	0	3
<i>Governor (Vote for One)</i>							
Blanks	0	0	0	0	0	0	0
Jill E. Stein	2	0	0	1	0	0	3
Write Ins	0	0	0	0	0	0	0
TOTALS	2	0	0	1	0	0	3
<i>Lieutenant Governor (Vote for One)</i>							
Blanks	0	0	0	0	0	0	0
Anthony F. Lorenzen	2	0	0	1	0	0	3
Write Ins	0	0	0	0	0	0	0
TOTALS	2	0	0	1	0	0	3
<i>Attorney General (Vote for One)</i>							
Blanks	2	0	0	1	0	0	3
Write Ins	0	0	0	0	0	0	0
TOTALS	2	0	0	1	0	0	3
<i>Secretary of State (Vote for One)</i>							
Blanks	2	0	0	1	0	0	3
Write Ins	0	0	0	0	0	0	0
TOTALS	2	0	0	1	0	0	3

Green Party State Primary, cont'd

	PRECINCT 1	PRECINCT 2	PRECINCT 3	PRECINCT 4	PRECINCT 5	PRECINCT 6	TOTAL
<i>Treasurer (Vote for One)</i>							
Blanks	0	0	0	0	0	0	0
James O'Keefe	2	0	0	1	0	0	3
Write Ins	0	0	0	0	0	0	0
TOTALS	2	0	0	1	0	0	3
<i>Auditor (Vote for One)</i>							
Blanks	2	0	0	1	0	0	3
Write Ins	0	0	0	0	0	0	0
TOTALS	2	0	0	1	0	0	3
<i>Representative in Congress (Vote for One)</i>							
Blanks	2	0	0	1	0	0	3
Write Ins	0	0	0	0	0	0	0
TOTALS	2	0	0	1	0	0	3
<i>Councillor (Vote for One)</i>							
Blanks	2	0	0	1	0	0	3
Write Ins	0	0	0	0	0	0	0
TOTALS	2	0	0	1	0	0	3
<i>Senator in General Court (Vote for One)</i>							
Blanks	2	0	0	1	0	0	3
Write Ins	0	0	0	0	0	0	0
TOTALS	2	0	0	1	0	0	3
<i>Representative in General Court (Vote for One)</i>							
Blanks	2	0	0	1	0	0	3
Write Ins	0	0	0	0	0	0	0
TOTALS	2	0	0	1	0	0	3
<i>District Attorney (Vote for One)</i>							
Blanks	2	0	0	1	0	0	3
Write Ins	0	0	0	0	0	0	0
TOTALS	2	0	0	1	0	0	3
<i>Register of Probate (Vote for One)</i>							
Blanks	2	0	0	1	0	0	3
Write Ins	0	0	0	0	0	0	0
TOTALS	2	0	0	1	0	0	3
Total Registered Voters	2069	2207	2273	2187	2209	2005	12950
Precinct Totals:	2	0	0	1	0	0	3

LIBERTARIAN PARTY STATE PRIMARY

Official Results

	PRECINCT 1	PRECINCT 2	PRECINCT 3	PRECINCT 4	PRECINCT 5	PRECINCT 6	TOTAL
<i>Senator in Congress (Vote for One)</i>							
Blanks	0	0	0	0	0	0	0
Michael E. Cloud	0	1	0	4	1	0	6
Write Ins	0	0	0	0	0	0	0
TOTALS	0	1	0	4	1	0	6
<i>Governor (Vote for One)</i>							
Blanks	0	0	0	0	0	0	0
Carla A. Howell	0	1	0	4	1	0	6
Write Ins	0	0	0	0	0	0	0
TOTALS	0	1	0	4	1	0	6
<i>Lieutenant Governor (Vote for One)</i>							
Blanks	0	0	0	1	0	0	1
Richard P. Aucoin	0	1	0	3	1	0	5
Write Ins	0	0	0	0	0	0	0
TOTALS	0	1	0	4	1	0	6
<i>Attorney General (Vote for One)</i>							
Blanks	0	1	0	0	1	0	2
Write Ins	0	0	0	0	0	0	0
TOTALS	0	1	0	0	1	0	2
<i>Secretary of State (Vote for One)</i>							
Blanks	0	1	0	4	1	0	6
Write Ins	0	0	0	0	0	0	0
TOTALS	0	1	0	4	1	0	6
<i>Treasurer (Vote for One)</i>							
Blanks	0	1	0	4	1	0	6
Write Ins	0	0	0	0	0	0	0
TOTALS	0	1	0	4	1	0	6
<i>Auditor (Vote for One)</i>							
Blanks	0	0	0	1	0	0	1
Kamal Jain	0	1	0	3	1	0	5
Write Ins	0	0	0	0	0	0	0
TOTALS	0	1	0	4	1	0	6
<i>Representative in Congress (Vote for One)</i>							
Blanks	0	0	0	0	0	0	0
Ilana Freedman	0	1	0	4	1	0	6
Write Ins	0	0	0	0	0	0	0
TOTALS	0	1	0	4	1	0	6

Libertarian Party State Primary, cont'd

PRECINCT 1 PRECINCT 2 PRECINCT 3 PRECINCT 4 PRECINCT 5 PRECINCT 6 TOTAL

Councillor (Vote for One)

Blanks	0	1	0	4	1		6
Write Ins	0	0	0	0	0		0
TOTALS	0	1	0	4	1	0	6

Senator in General Court (Vote for One)

Blanks	0	1	0	4	1		6
Write Ins	0	0	0	0	0		0
TOTALS	0	1	0	4	1	0	6

Representative in General Court (Vote for One)

Blanks	0	1	0	4	1		6
Write Ins	0	0	0	0	0		0
TOTALS	0	1	0	4	1	0	6

District Attorney (Vote for One)

Blanks	0	1	0	4	1		6
Write Ins	0	0	0	0	0		0
TOTALS	0	1	0	4	1	0	6

Register of Probate (Vote for One)

Blanks	0	1	0	4	1		6
Write Ins	0	0	0	0	0		0
TOTALS	0	1	0	4	1	0	6

<i>Total Registered Voters</i>	2069	2207	2273	2187	2209	2005	12950
<i>Precinct Totals:</i>	0	1	0	4	1	0	6

REPUBLICAN PARTY STATE PRIMARY

Official Results

PRECINCT 1 PRECINCT 2 PRECINCT 3 PRECINCT 4 PRECINCT 5 PRECINCT 6 TOTAL

Senator in Congress (Vote for One)

Blanks	194	207	192	183	195	129	1100
Write Ins							
Jack E. Robinson III	6	8	1	4		3	22
All Others	2	2	3	4	0		11
TOTALS	202	217	196	191	195	132	1133

Governor (Vote for One)

Blanks	13	23	17	18	21	20	112
Mitt Romney	187	192	178	172	173	111	1013
Write Ins	2	2	1	1	1	1	8
TOTALS	202	217	196	191	195	132	1133

Republican Party State Primary, cont'd

	PRECINCT 1	PRECINCT 2	PRECINCT 3	PRECINCT 4	PRECINCT 5	PRECINCT 6	TOTAL
<i>Lieutenant Governor (Vote for One)</i>							
Blanks	2	1	4	2	0	4	13
Kerry Murphy Healey	125	129	132	128	116	76	706
Jim Rappaport	73	87	60	61	79	52	412
Write Ins	2	0	0	0	0	0	2
TOTALS	202	217	196	191	195	132	1133
<i>Attorney General (Vote for One)</i>							
Blanks	200	216	196	190	193	132	1127
Write Ins	2	1	0	1	2	0	6
TOTALS	202	217	196	191	195	132	1133
<i>Secretary of State (Vote for One)</i>							
Blanks	81	99	84	88	98	66	516
Jack E. Robinson, III	117	115	111	102	97	66	608
Write Ins	4	3	1	1	0	0	9
TOTALS	202	217	196	191	195	132	1133
<i>Treasurer (Vote for One)</i>							
Blanks	25	34	28	23	36	25	171
Daniel A. Grabauskas	105	94	105	94	106	71	575
Bruce A. Herzfelder	71	88	63	74	53	34	383
Write Ins	1	1	0	0	0	2	4
TOTALS	202	217	196	191	195	132	1133
<i>Auditor (Vote for One)</i>							
Blanks	201	216	195	190	195	129	1126
Write Ins	1	1	1	1	0	3	7
TOTALS	202	217	196	191	195	132	1133
<i>Representative in Congress (Vote for One)</i>							
Blanks	25	29	28	19	36	22	159
Charles McCarthy	123	144	119	121	126	81	714
Thomas P. Tierney	53	44	48	51	33	29	258
Write Ins	1	0	1	0	0	0	2
TOTALS	202	217	196	191	195	132	1133
<i>Councillor (Vote for One)</i>							
Blanks	201	216	195	191	195	132	1130
Write Ins	1	1	1	0	0	0	3
TOTALS	202	217	196	191	195	132	1133
<i>Senator in General Court (Vote for One)</i>							
Blanks	74	76	74	70	85	54	433
Brooks T. Lyman	127	140	122	121	110	78	698
Write Ins	1	1	0	0	0	0	2
TOTALS	202	217	196	191	195	132	1133

Republican Party State Primary, cont'd

	PRECINCT 1	PRECINCT 2	PRECINCT 3	PRECINCT 4	PRECINCT 5	PRECINCT 6	TOTAL
<i>Representative in General Court (Vote for One)</i>							
Blanks	201	216	196	191	195	132	1131
Write Ins	1	1	0	0	0	0	2
TOTALS	202	217	196	191	195	132	1133
<i>District Attorney (Vote for One)</i>							
Blanks	201	216	196	191	195	132	1131
Write Ins	1	1	0	0	0	0	2
TOTALS	202	217	196	191	195	132	1133
<i>Register of Probate (Vote for One)</i>							
Blanks	73	73	73	68	77	54	418
John W. Lambert	128	143	123	123	118	78	713
Write Ins	1	1	0	0	0	0	2
TOTALS	202	217	196	191	195	132	1133
<i>Total Registered Voters</i>	<i>2069</i>	<i>2207</i>	<i>2273</i>	<i>2187</i>	<i>2209</i>	<i>2005</i>	<i>12950</i>
<i>Precinct Totals:</i>	<i>202</i>	<i>217</i>	<i>196</i>	<i>191</i>	<i>195</i>	<i>132</i>	<i>1133</i>

GENERAL STATE ELECTION

NOVEMBER 5, 2002

Official Results

PRECINCT 1 PRECINCT 2 PRECINCT 3 PRECINCT 4 PRECINCT 5 PRECINCT 6 TOTAL

Senator in Congress (Vote for One)

Blanks	143	118	136	137	138	113	785
John F. Kerry	1000	1007	1045	1059	1027	913	6051
Michael E. Cloud	332	350	355	328	314	306	1985
Randall Caroline	25	26	10	33	32	6	132
Forsberg							
Write-ins (total)	0	5	14	2	4	0	25
TOTALS	1500	1506	1560	1559	1515	1338	8978

Governor/Lt. Governor (Vote for One)

Blanks	7	7	5	6	8	7	40
Howell & Aucoin	23	18	16	18	18	13	106
O'Brien & Gabrieli	418	488	473	457	507	365	2708
Romney & Healy	978	908	992	990	901	905	5674
Stein & Lorenzen	70	72	60	81	71	39	393
Johnson & Schebel	3	13	13	5	10	8	52
Write Ins	1	0	1	2	0	1	5
TOTALS	1500	1506	1560	1559	1515	1338	8978

Attorney General (Vote for One)

Blanks	434	390	422	419	429	353	2447
Thomas F. Reilly	1055	1098	1128	1131	1076	979	6467
Write Ins	11	18	10	9	10	6	64
TOTALS	1500	1506	1560	1559	1515	1338	8978

Secretary of State (Vote for One)

Blanks	149	126	160	145	151	115	846
William Francis	900	932	939	957	943	810	5481
Galvin							
Jack E. Robinson, III	451	447	460	456	418	413	2645
Write Ins	0	1	1	1	3	0	6
TOTALS	1500	1506	1560	1559	1515	1338	8978

Treasurer (Vote for One)

Blanks	91	86	116	98	83	67	541
Timothy P. Cahill	497	559	521	533	532	473	3115
Daniel A. Grabauskas	818	771	842	830	807	728	4796
James O'Keefe	93	90	80	98	93	70	524
Write Ins	1	0	1	0	0	0	2

PRECINCT 1 PRECINCT 2 PRECINCT 3 PRECINCT 4 PRECINCT 5 PRECINCT 6 TOTAL

Auditor (Vote for One)

Blanks	249	229	262	274	245	168	1427
A. Joseph DeNucci	824	880	916	898	920	807	5245
Kamal Jain	218	210	168	211	160	165	1132
John James Xenakis	208	185	212	176	189	197	1167
Write Ins	1	2	2	0	1	1	7
TOTALS	1500	1506	1560	1559	1515	1338	8978

Representative in Congress (Vote for One)

Blanks	81	50	67	55	57	64	374
Martin T. Meehan	762	798	806	852	830	628	4676
Ilana Freedman	61	62	69	72	62	70	396
Charles McCarthy	596	596	616	578	564	576	3526
Write Ins	0	0	2	2	2	0	6
TOTALS	1500	1506	1560	1559	1515	1338	8978

Councillor (Vote for One)

Blanks	630	570	638	610	622	492	3562
Marilyn M. Petitto	866	926	918	943	887	840	5380
Devaney							
Write Ins	4	10	4	6	6	6	36
TOTALS	1500	1506	1560	1559	1515	1338	8978

Senator in General Court (Vote for One)

Blanks	175	139	157	163	135	125	894
Steven C.	755	815	849	792	882	719	4812
Panagiotakos							
Brooks T. Lyman	570	552	551	604	498	494	3269
Write Ins	0	0	3	0	0	0	3
TOTALS	1500	1506	1560	1559	1515	1338	8978

Representative in General Court (Vote for One)

Blanks	418	326	377	382	362	348	2213
Geoffrey D. Hall	1068	1166	1177	1176	1143	984	6714
Write Ins	14	14	6	1	10	6	51
TOTALS	1500	1506	1560	1559	1515	1338	8978

District Attorney (Vote for One)

Blanks	465	409	458	449	459	389	2629
Martha Coakley	1026	1083	1097	1104	1045	943	6298
Write Ins	9	14	5	6	11	6	51
TOTALS	1500	1506	1560	1559	1515	1338	8978

Register of Probate (Vote for One)

Blanks	252	222	272	257	241	187	1431
John R. Buonomo	547	649	612	617	656	530	3611
John W. Lambert	701	633	675	685	616	621	3931
Write Ins	0	2	1	0	2	0	5
TOTALS	1500	1506	1560	1559	1515	1338	8978

2002 State Election

	PRECINCT 1	PRECINCT 2	PRECINCT 3	PRECINCT 4	PRECINCT 5	PRECINCT 6	TOTAL
<i>Question 1: Eliminating State Personal Income Tax (by Initiative Petition)</i>							
Blanks	74	79	80	74	73	70	450
Yes	692	699	699	681	666	653	4090
No	734	728	781	804	776	615	4438
TOTALS	1500	1506	1560	1559	1515	1338	8978
<i>Question 2: English Language Education in Public Schools (by Initiative Petition)</i>							
Blanks	72	96	80	72	98	54	472
Yes	1085	1044	1066	1112	1019	997	6323
No	343	366	414	375	398	287	2183
TOTALS	1500	1506	1560	1559	1515	1338	8978
<i>Question 3: Taxpayer Funding for Political Campaigns (Not Binding)</i>							
Blanks	101	109	90	77	119	70	566
Yes	423	367	399	483	440	270	2382
No	976	1030	1071	999	956	998	6030
TOTALS	1500	1506	1560	1559	1515	1338	8978
Total Registered Voters	2099	2254	2302	2220	2250	2048	13173
<i>Precinct Totals:</i>	1500	1506	1560	1559	1515	1338	8978
Total Voter Turnout	71.5%	66.8%	67.8%	70.2%	67.3%	65.3%	68.2%

STATISTICS

Births

Date of Birth	Child	Mother	Father
3-Jan-02	Anna Louise Clay	Sara Larson	George Thomas Clay
4-Jan-02	Nisha Ajit Sabnis	Vaijali Nisargand	Ajit Digambar Sabnis
4-Jan-02	Silas Willard Bollen	Jane Leigh Calvin	Jonathan Daniel Bollen
11-Jan-02	Sean Edward Bellville	Christine Jean Maguire	Scott Edward Bellville
11-Jan-02	Ryan Joseph Crann	Gail Ann Murphy	Paul Joseph Crann
11-Jan-02	Elisabeth Anne Shafto Moffett	Fiona M.S. Jameson	Samuel Hooper Moffett
14-Jan-02	Paul Joseph Perruzzi III	Patricia Ann Silvestro	Paul Joseph Perruzzi Jr
14-Jan-02	Emerald Tan	Yi Meng	Jianqi Tan
16-Jan-02	Daniel Christopher Giannasca	Karen Troidle	Paul Joseph Giannasca
17-Jan-02	Jackson Todd Nelson	Andrea Lynn Marston	Kenneth Todd Nelson
18-Jan-02	Adam Grant Stucki	Julina Catherine Hokanson	Bryson Grant Stucki
19-Jan-02	Faith Anne Post	Tracy Jean Zeiler	Alan Daniel Post Jr
20-Jan-02	Casey Elizabeth Fairchild	Janet Godina	Derek Knight Fairchild
21-Jan-02	Brianna Jean Bates	Christine Ann Johnson	Craig Brian Bates
21-Jan-02	Domenic Samuel DiGiovine	Rachel English	Daniel John DiGiovine
21-Jan-02	Michael John Simpson	Erin Sheehy	John Sandel Simpson
22-Jan-02	Nicholas Percy Godfroy	Jennifer Lynn Brown	Andrew David Godfroy
25-Jan-02	Noam Burstein	Karen Hadas Fersht	Amit Burstein
27-Jan-02	Mathew Paul Scuito	Jane Elizabeth Oskar	Stephen Scuito III
27-Jan-02	Kevin Thomas Preiss	Karen Pangallo	Joseph Anthony Preiss II
28-Jan-02	Dylan Danis Welch	Jacqueline Anne Danis	Kevin Michael Welch
28-Jan-02	Matthew Richard Awada	Donna Marie Brogolino	Ahmad Salim Awada
29-Jan-02	Daniel James McGrath, Jr	Kimberly Ann Young	Daniel James McGrath
30-Jan-02	Christopher Mario Bucci	Pamela Macrina Bibbo	Lawrence James Bucci
31-Jan-02	Alison Joyce Dillon	Kathleen Jean Hoell	Craig Campbell Dillon
31-Jan-02	Neil Thomas Brown	Mary Theresa Crowley	Peter John Brown III
1-Feb-02	Heather Elizabeth Bortolussi	Alison Anne Fraser	Stephen Michael Bortolussi
6-Feb-02	Kasey Lee Fitzpatrick	Kimberly Anne Napier	Sean Michael Fitzpatrick
6-Feb-02	Lauren Annette Dougherty	Lisa Marie Deloia	Eric Lewis Dougherty
8-Feb-02	Samantha Treffer Gunning	Ingrid Skutul	James Corey Gunning Jr
11-Feb-02	Rory Stanley Sullivan	Deidra Gacek	Mark Robert Sullivan
11-Feb-02	Daniel James Stewart	Catherine Joan Markes	Scot Thomas Stewart
12-Feb-02	Jonathan Henry Shui	Fengmin Hu	Shaobao Shui
12-Feb-02	Saawan Kumar Goli	Radhika Channagiri	Praveen Kumar Goli
12-Feb-02	Craig David Palmer III	Deborah Ann Hughes	Craig David Palmer Jr
13-Feb-02	Kiera Marie Sheehy	Suzanne Marie Perry	Michael Joseph Sheehy
16-Feb-02	Ryan Michael McKeon	Jane Keith	Warren Michael McKeon
20-Feb-02	Jessica Ann Gould	Sharon Lloyd	Justin David Gould
21-Feb-02	Alexis Grace Pirro	Deidre Beth Bennett	Anthony Robert Pirro
23-Feb-02	Devin Patrick Crogan	Mary Catherine Taylor	Daniel Patrick Crogan
26-Feb-02	Rishab Sridhar	Aruna Narayan	Sridhar Venkateswaran
27-Feb-02	Daniel Robert Marshall Jr	Darleen Elisabeth Miller	Daniel Robert Marshall
1-Mar-02	Sarah Gwenyth Belanich Barstow	Susan Lynn Belanich	Jon Paul Barstow
5-Mar-02	Jenna Laine Rosette	Terese Marie Alpizar	David Duane Rosette
6-Mar-02	Jamie Leah Wolpert	Sandra Miriam Yelen	Scott Eric Wolpert

Date of Birth	Child	Mother	Father
6-Mar-02	David Patrick Mustoe, Jr	Gina Marie Ranno	David Patrick Mustoe
7-Mar-02	Alexandra Grace Walter	Jennifer Ann Morgan	Robert Christopher Walter
12-Mar-02	Michael Scott Reeve	Linda Chandler	Scott Winfield Reeve
12-Mar-02	Max Blasi Bombardieri	Suzanne Marine Blasi-Bombardieri	Anthony Thomas Bombardieri, III
13-Mar-02	Isabella Grace Hillman	Michelle Ann Pence	Seth Jerold Hillman
13-Mar-02	Andrew Salim Awada	Donna Marie Brogolino	Ahmad Salim Awada
13-Mar-02	Celine Khanh Phoung Dang	Anh Khanh Hua	Thai Quoc Dang
15-Mar-02	Christopher Jieli Gu	Zhan Deng	Zhengyu Gu
15-Mar-02	Liam Patrick Doolin	Amy Jeanne Daniels	Christopher Thomas Doolin
15-Mar-02	Siri Kazman Westerheim	Ann Christin Westerheim	William Samuel Kazman
17-Mar-02	Colleen Elizabeth Browne	Stacey Anne Patouliidis	Patrick Joseph Browne
17-Mar-02	Rohit Devineni	Srilaxmi Adusumilli	Magakishore Devineni
20-Mar-02	Victoria Anne Moore	Catherine Smith	Kenneth Guy Moore
20-Mar-02	Maeve Elizabeth Proulx	Elizabeth Maria Copp	John David Proulx
21-Mar-02	Katherine Elizabeth Hagerich	Kimberly Dawn Chapman	Todd Allen Hagerich
21-Mar-02	Madalyn Emily Ferreira	Julie Kathaleen Cresta	John Michael Ferreira
22-Mar-02	Dylan Gerald Breen	Andrea Teresa Bianchi	Gerald Hubert Breen
27-Mar-02	Lindsey Lee Moore	Lee Murray	Douglas Henry Moore
29-Mar-02	Alexander Ryan Erickson	Julie Gagnon	John William Erickson Jr
29-Mar-02	Daniel Christopher Giannasca	Karen Troidle	Paul Joseph Giannasca
31-Mar-02	Alec Michael Morgan	Karen A Marmai	Richard Sean Morgan
2-Apr-02	John Joseph O'Keefe	Kathleen Joan Grady	John Joseph O'Keefe III
2-Apr-02	Matthew David Nichols	Rebecca Jean Lemek	Christopher Mark Nichols
4-Apr-02	Kurt William Schlehr	Kristine V. Voelker	Daniel E. Schlehr
6-Apr-02	Amelia Katherine Stratmeyer	Pamelyn Marie Allicon	Peter Allen Stratmeyer
8-Apr-02	Caitlin Lillian Greene	Kristina Varsie Fashjian	Daniel Bannard Greene
8-Apr-02	Siona Sandeep Pathak	Smita Sandeep More	Sandeep Mikund Pathak
9-Apr-02	Varun Aditya Jayanti	Vani Murthy	Venkata R Jayanti
9-Apr-02	Brooke Olivia Ditcham	Wendy Lee Dreier	Simon Colin Ditcham
9-Apr-02	Alexander Maxwell Moradi	Karen Marie Sylva	Massoud Moradi
10-Apr-02	Jack Owen Mahony	Kirsten Devrieze	Brian James Mahony
10-Apr-02	Julia Caroline Berg	Annmari Leonardi	Gary Alyn Berg
11-Apr-02	Ashley Louise Lefebvre	Karen Louise Coville	Mark Richard Lefebvre
11-Apr-02	Dylan Charles Gavel	Lori Jean Gavin	Daniel Joseph Gavel
12-Apr-02	Chad Jason Remillard	Amy Ann Smith	Jason Paul Remillard
14-Apr-02	Connor Mark Fitzgerald	Carrie Lynne Small	Scott David Fitzgerald
15-Apr-02	Andrew James DeGregorio	Meredith Barbour	James Dana DeGregorio
16-Apr-02	Jacob Marshall Hall	Susan Marie Lyons	Christopher Leighton Hall
17-Apr-02	Shelby Lynn Stander	Pamela Jean Smith	John Joseph Stander
17-Apr-02	Julia Jordan Lepoer	Lori Ann Gummerus	Geoffrey Reade Lepoer
17-Apr-02	Nicole Komal Nightingale	Neha Desai	David Winthrop Nightingale
17-Apr-02	Isabella Arianna Marino	Cynthia Koreh Maffetone	David Michael Marino
19-Apr-02	Zachary Jeffris Lawrence	Meghan Marie Foohey	Scott Michael Lawrence
19-Apr-02	Grace Xinyi Pu	Yun Zhang	Jianfeng Pu
22-Apr-02	Peter Reilly Beck	Sally Gervais	Michael Stephen Beck
23-Apr-02	Nathaniel Charles Denatale	Linda Ellen Langone	Charles Denatale
25-Apr-02	Jamie Shuyi Cheng	Hong Julia Zhang	Shiqiu Jeff Cheng
25-Apr-02	Katherine Elizabeth Dickey	Laura Jane Fischer	Kent Andrew Dickey
28-Apr-02	Justin Jieming Gu	Zhan Deng	Zhengyu Gu
29-Apr-02	Claire Yerong Song	Hong Zhao	Yuanzhang Song

Date of Birth	Child	Mother	Father
1-May-02	Garrett Steven Jacobsmeier	Ann Cecilia Abel	Steven Lee Jacobsmeier
1-May-02	Benjamin John Greenwood	Colleen Sue White	John Edward Greenwood
1-May-02	Sambit Sahoo	Suchismita Behera	Nalini K Sahoo
3-May-02	Emily Jane Blagg	Karen Pamela Woelfel	Joshua Tyler Blagg
3-May-02	John Michael Pappas	Kathleen Ann McAuliffe	Theodor Nicholas Pappas
4-May-02	Sydney Lynn Jones	Lynn Marie Ellington	Stephen Ralph Jones
5-May-02	Brianna Nicole Frankfort	Allison Martin Hill	Gary Paul Frankfort
5-May-02	Ryan Richard Moore	Jennifer Elizabeth Moore	Jeffrey Michael Moore
8-May-02	Meghna Vasiraju	Pratima Surampudi	Prasad A.V.K. Vasiraju
8-May-02	Anna Susan Kleinhanzl	Susan Melany Fleming	Thomas Allen Kleinhanzl
9-May-02	Caroline Patricia Burke	Angela Marie Gagliano	Michael Pierce Burke
9-May-02	Sophia Elizabeth Egerton	Christine Elizabeth Mazzone	Steven Russell Egerton
10-May-02	Cameron Andrew Marcou	Diane Marie Blais	Dennis Paul Marcou
10-May-02	Matthew Robert Keefer	Linda Marie Rensink	Kenneth John Keefer
14-May-02	Alyssa Marie Graffeo	Susan Lynn Lubenau	Lawrence Joseph Graffeo
14-May-02	Conor Marcus Bellone	Heather Eileen Monahan	Eric Thomas Bellone
14-May-02	Brian Dong Xiang	Yongmei Xu	Dong Xiang
15-May-02	Ryan Scott Battle	Sheri Witkum	Jeffrey David Battle, Sr
16-May-02	Declan Marshall Morse	Sherry Gee	Steven Marshall Morse
16-May-02	Brian Patrick Ellis	Jean-Marie Conley	James Edward Ellis
18-May-02	Allie Shuyo Lu	Yanbai Liu	Dongning Lu
18-May-02	Nathan Kobe Wong	Anita Lang	Peter Chung Wong
20-May-02	Andrea Welles Gutierrez	Allison Welles Eckel	Manuel Pedro Gutierrez, Jr
23-May-02	Catherine Mengyu Ji	Bing Zhang	Ping Ji
28-May-02	Preston Alexander Cavoli Lemay	Julie Louise Binell	Brian Ronald Lemay
29-May-02	Madisyn Marie Herrmann	Kristen Lyn Murray	Brian Robert Herrmann
30-May-02	Daniel Paul Rowland	Cynthia Maxine Stoltzfus	Landon Lee Rowland
2-Jun-02	Samantha Jeannine Dougherty	Lisa Marie Deloia	Eric Lewis Dougherty
5-Jun-02	Chirag Aggarwal	Alpana Garg	Ajay Aggarwal
7-Jun-02	Natalie Jane MacDonald	Pamela Jane Burrier	John Ronald MacDonald
7-Jun-02	Michael John MacDonald	Pamela Jane Burrier	John Ronald MacDonald
9-Jun-02	Sydney Ducharme Kulis	Sally Enteman	Peter Emil Kulis
10-Jun-02	Mia Vicenta Shahood	Carolyn Lucille Clermont	Thomas William Shahood III
10-Jun-02	Elizabeth Corey Gunning	Ingrid Skutul	James Corey Gunning Jr
11-Jun-02	Christopher Marcus Amato	Rachel Camille Miller	John James Amato
11-Jun-02	Mark Samuel McEnnis Jr	Laura Lynn Edmands	Mark Samuel McEnnis Sr
11-Jun-02	Andrew Bryce Lefebvre	Karen Louise Coville	Mark Richard Lefebvre
13-Jun-02	Nikia Jane Fairchild	Janet Godina	Derek Knight Fairchild
16-Jun-02	Timothy Ming Ye	Yu Chen	Wei Ye
25-Jun-02	Claudia Elizabeth Oakleaf	Krysten Lyn Morse	Brent Donald Oakleaf
25-Jun-02	Jonathan Richard Caulfield	Michelle Anne Gallant	Michael Sean Caulfield
26-Jun-02	Michael John Kenney	Deborah Joan Dusoe	John Joseph Kenney Jr
27-Jun-02	Hanan Alfena Raj	Anita Alphonse	Alex Edward Raj
27-Jun-02	Benjamin Charles Trantanella	Valerie Ruth Hodgkin	Charles Joseph Trananella III
1-Jul-02	Abigail Elizabeth Hall	Susan Marie Lyons	Christopher Leighton Hall
1-Jul-02	Rachana Korandla Reddy	Anitha Edunoori	Ramesh Korandla Reddy
2-Jul-02	Matthew Joseph Moore	Lee Murray	Douglas Henry Moore
7-Jul-02	Jaramie Erna Cataldo	Jennier Ligor Whitney	Zac A Cataldo
9-Jul-02	Joren Daniel Kilsdonk	Kendra Wiley Lester	Daniel Dean Kilsdonk
9-Jul-02	Olivia Magellan Secontine	Judee Lee Germain	Robert Kemp Secontine

2002 Births

Date of Birth	Child	Mother	Father
9-Jul-02	Avani Yataveli	Suneetha Tippireddy	Raghu R. Yataveli
10-Jul-02	Alta Shula Schultz	Shifra C Shapiro	Moshe Schwartz
17-Jul-02	Matthew John Acabbo	Carmen Gagnon	Richard Ralph Acabbo
17-Jul-02	Caleigh Catherine Hollnder	Lisa Ann Simpson	Michael Hollender
19-Jul-02	Anika Garg	Hemantika Garg	Akash Kumar Garg
19-Jul-02	Alexandra Muise Nolan	Diane Muise	Kevin Michael Nolan
19-Jul-02	Avery William Keefe	Christine Anne Connell	James Stephen Keefe
20-Jul-02	Kiley Marie Flanagan	Beth Jean Wilkinson	John Michael Flanagan
22-Jul-02	Brooke Lillian Leonard	Kristin Lee Burke	Timothy Patrick Leonard
22-Jul-02	Ian Brown Faulkner	Caralyn Ann Brown	Kevin Darryl Faulkner
23-Jul-02	Liam Richard Sullivan	Deidra Gacek	Mark Robert Sullivan
28-Jul-02	Hanna Kazman Westerheim	Ann Christin Westerheim	William Samuel Kazman
2-Aug-02	Jack William Norris	Karen Louise Cierpial	Christopher Peter Norris
2-Aug-02	Henry Wieselquist O'Donnell	Jessica Wieselquist	William Thomas O'Donnell Jr
5-Aug-02	Lance Jacob Gopen	Sandra Lee Dziadzio	Jonathan Mark Gopen
7-Aug-02	Corey Andrew Sawyer	Lisa Anne Landers	Steven Eugene Sawyer
9-Aug-02	Jaimie Renee Gagne	Patricia Jean Chisholm	Joel David Gagne
10-Aug-02	Samantha Adele Musante	Julie Lynn Helmer	Mark Jude Musante
15-Aug-02	Graham Pike Theodore	Jennifer Pike	Graham Clark Theodore
18-Aug-02	Erik Anaya	Erika Rafaela Pena	Ruben Sergio Anaya
20-Aug-02	Joshua Michael Donaruma	Ramona Shelvey	Michael Alan Donaruma
22-Aug-02	Anamarie Patrice Pohlmann	Marianne Kathleen McDevitt	Thomas Raymond Pohlmann
27-Aug-02	Justin Tyler Greenberg	Celeste Margaret Catanese	Edwin Scott Greenberg
28-Aug-02	Alexander Timothy Ciulla	Kerry Ann Deberardinis	Ronald Steve Ciulla
29-Aug-02	Michael McKenna Paulauskas	Beth Anne McKenna	Ronald Lee Paulauskas
29-Aug-02	Caroline Grace Tierney	Heidi Marie Wahl	John Scott Tierney
30-Aug-02	Samuel Charles Krosky	Lisa Ellen Santangelo	Eric Charles Krosky
30-Aug-02	Varun Harish	Pankaja N Hadya	Harish Manchaiah
2-Sep-02	Kevin James Egan	Barbara Carol Burns	Brian David Egan
4-Sep-02	Michaela Elizabeth Martin	Christine Ann Leary	Michael Edward Martin
4-Sep-02	Cassidy Emma Pingree	Susanne Hosley	Brett Pingree
4-Sep-02	Evan Daniel Twombly	Elizabeth Louise McNeil	Steven Robert Twombly
4-Sep-02	Joseph Anthony Sacco	Christina Marie Cerbone	Bernard Anthony Sacco Jr
6-Sep-02	Nolan Joseph Connell	Deborah Gail Nix	Joseph Richard Connell Jr
10-Sep-02	Jeffrey Allen Newton	Lori Ann Gay	Paul Christopher Newton
11-Sep-02	Julia Carol Bisso	Holly Schuster	Lawrence James Bisso III
15-Sep-02	Daphne Yanyan Chan	Wai Sze Mok	Dickson K T Chan
16-Sep-02	Francesca Marie Scarmuzzo	Elaine Marie Galligani	Peter Anthony Scarmuzzo
16-Sep-02	Miela Rephaia Zahavi	Mari Joan Cartagenova	Joseph Steven Zahavi
19-Sep-02	Jillian Florence Klostermann	Kristin Lee Yore	Joseph Frank Klostermann, Sr
19-Sep-02	Brian James Klostermann	Kristin Lee Yore	Joseph Frank Klostermann, Sr
20-Sep-02	Allyson Lu	Tao Gong	Xiaofeng Lu
24-Sep-02	Samantha Elizabeth Brown	Amber Denis Applonie	Stephen James Brown
25-Sep-02	Shirley Carolina Gonzalez	Rosa Carolina Maldonado Vera	Elizandro Gonzalez
25-Sep-02	Nicole Louise Lawrence	Ann Louise Larsen	Donald Stuart Lawrence III
26-Sep-02	Liam Ray Stewart	Catherine Vada Walchle	Jonathan David Stewart
27-Sep-02	Kenneth Shen Ruan	Weihong Shen	Bo Ruan
28-Sep-02	Dario Foster Leach	Gia Teresa Rizzo	Russell Foster Leach
28-Sep-02	Nicholas Paul Villare	Susan Murphy	Robert Victor Villare
30-Sep-02	Bradley Wright Walk	Kimberly Pearson	Donald Davis Walk, Jr

Date of Birth	Child	Mother	Father
3-Oct-02	Robbie Raimo Roinisalo-Jarmyn	Raila Merja Roinisalo	Robert Michael Jarmyn
8-Oct-02	Abigail Blossom Rosenthal-Pitts	Deborah Beth Rosenthal	Jonathan David Pitts
9-Oct-02	Nicholas John Bailey	Lisa Jeanne Cadotte	Michael Thomas Bailey
10-Oct-02	Dominique Paglia	Leah Manganaro	Richard Paglia Jr
13-Oct-02	Trevor Alexander Brownhill	Melanie Wong	David Andrew Brownhill
15-Oct-02	Richard Leo Diangelo	Susan Jane Walsh	Richard Joseph Diangelo
17-Oct-02	Grace Noel Keele	Kristen Lee Forsythe	David Allan Keele
17-Oct-02	Emma Grace Gill	Jessica Elisa Boisvert	Daniel Patrick Gill
18-Oct-02	Nicole Lara Smith-Vaniz	Alison Beth Carlton	William Reid Smith-Vaniz, III
22-Oct-02	Alessio Battezzato	Daniela Equatore	Paolo Giuseppe Salvatore Battezzato
24-Oct-02	Dominic James Cogliano	Julie Christine Bolch	James John Cogliano
24-Oct-02	Andrew John Belleau	Carol Jean Baresch	David Edward Belleau
26-Oct-02	Jason Patrick Eggert	Patricia M Leyne	Jonathan David Eggert
27-Oct-02	Shankar Navali	Shanthala Isamigowda	Mruthyunjaya Navali
28-Oct-02	Bella Rose Dirico	Julie O'Donnell	Vincent Dirico
28-Oct-02	Emma Rose Dirico	Julie O'Donnell	Vincent Dirico
1-Nov-02	Shane Thomas Fannon	Heather Nicole Angelo	Thomas Joseph Fannon
5-Nov-02	Izabella Marie Humphrey	Dorothy Ethel Titcomb	Eric Eugene Humphrey
5-Nov-02	Yasmin Selma Singh	Nilay T Turhan	Stephen A Singh
7-Nov-02	Olivia Marilyn Smith	Christine Ann Liva	Christopher Smith
9-Nov-02	Thomas Yusman Kan	Wei Li	Xinbo Kan
12-Nov-02	Leah Whelan Tabor	Johanna Mills Marcure	Edward Orlando Tabor III
14-Nov-02	Colleen Marie Hrul	Mary Claire Simard	Dennis James Hrul
17-Nov-02	Nathan Joseph Traywick Arsenault	Jessica Massey Traywick	Joseph Arthur Arsenault
18-Nov-02	Allie Virginia Cecere	Karen Elizabeth Culver	Shawn Anthony Cecere
19-Nov-02	Caroline Ann Riemer	Amy Taylor Potts	Jon Derek Riemer
20-Nov-02	Joseph Ryan Silva	Lori Anne Thomas	James Silva, Jr
22-Nov-02	Izabela Thao Fernandes	Thuy Phuong Le	Flavio Moreira Fernandes
22-Nov-02	Laura Marie Wood	Marie McDonald	Laurier Arthur Wood, Jr
25-Nov-02	Aditeya Bhasker	Alpna Arora	Sapan Bhasker
29-Nov-02	Justin Donald Scott	Melissa Turner	Christopher Alan Scott
2-Dec-02	Emma Jean Stefano	Carrie Beth Palka	Brian Michael Stefano
4-Dec-02	Robert John Leland	Amy Joy Cranford	Robert Warren Leland
5-Dec-02	Fabian Maxmilian Arnold	Ursula Mara Margret Runge	Martin Arnold
5-Dec-02	Emma Elizabeth Brown	Francine Byrdy	Peter George Brown
6-Dec-02	Colleen Marie Schultz	Leslie Marie Reid	Francis Joseph Schultz
9-Dec-02	Madison Elizabeth McKeon	Lisa Beth Chaskelson	Scott Michael McKeon
9-Dec-02	Michael Patrick Kennedy Jr	Jennifer Lee Burt	Michael Patrick Kennedy
10-Dec-02	Dana Margaret-Rose Litzelman	Nora Dalton	Donald Hugh Litzelman
11-Dec-02	Matthew Cong Ding	Hongbiao Zhang	Aimin Ding
14-Dec-02	Daniel Norman Smith	Gretchen Ann Olsen	Daniel Richard Smith Jr
15-Dec-02	Michael Alan Cassie	Kim Margaret Miller	Alexander Newton Cassie
16-Dec-02	Elizabeth Pearl Shepherd	Donna Lorraine Finlayson	Todd Alan Shepherd
17-Dec-02	Henry Barton Graf	Kristine Marie Guerrero	Barton Francis Graf Jr
19-Dec-02	Jordan Elizabeth Anderson	Amy Elizabeth Gilbride	Derek Donald Anderson
19-Dec-02	Sophia Ann Palmer	Melissa Ann Kevghas	Titus Acker Palmer
20-Dec-02	Audrey Eleanor Bruskiewitz	Jennifer Lee Johnson	Leonard James Bruskiewitz
20-Dec-02	Sithara Sonnathi	Radharani Kalakonda	Harinath Sonnathi
22-Dec-02	Victor Gene Zhao	Li Mu	Hong Zhao
23-Dec-02	George Timothy Hardy	Veronica M. Keyes	Timothy H Hardy

2002 Births

Date of Birth	Child	Mother	Father
25-Dec-02	Adithya Manjunath Venkatesh	Sowmya Manjanatha	Dinesh Venkatesh
26-Dec-02	Jamie Laura Corr	Bernice Marie Bastarache	Dana Paul Corr
27-Dec-02	Carson Hoyt Grace	Paula Jean Hoyt	Anthony Joseph Grace
27-Dec-02	Molly Matley	Caroline F. Campbell	Scott D. Matley
27-Dec-02	Abigail Matley	Caroline F. Campbell	Scott D. Matley
30-Dec-02	Justin Thomas Ottesen	Julie Monteodorisio	Mark Laffer Ottesen

DEATHS

Date of Death	Name	Marital Status	Age
1-Jan-02	McNulty, Jane J.	wid - Francis J. McNulty	94
5-Jan-02	Russell, Corinne	wid - David Russell	95
5-Jan-02	Ziemba, Adam	wid - Mary Scanlon	93
5-Jan-02	Logan, Grace	wid - Lox A. Logan Sr	83
10-Jan-02	Jacobus, Elsa	wid - Roy O. Jacobus	93
16-Jan-02	Tannahill, Susan G.	married - William J. Tannahill	54
22-Jan-02	MacDonald, Nellie	wid - Ronald F. MacDonald	94
23-Jan-02	Nicholson, James S.	married - Elaine Strahan	51
24-Jan-02	Arpin, Raymond Ernest	wid - Madeline Pierce	86
26-Jan-02	Trombi, Dorothy	wid - Armondi Trombi	84
29-Jan-02	Jackson, Doris Eileen	wid- John A. Jackson	81
30-Jan-02	Krauchune, Nellie	married - Charles Krauchune	91
31-Jan-02	Sarno, Alan Joseph	married - Sheila L. Kelley	53
2-Feb-02	Hogan, Frances	never married	90
2-Feb-02	Calvert, Rose	wid - Arthur Calvert	109
8-Feb-02	Reynolds, Lyle	wid - Avis L. Wright	90
13-Feb-02	Brown, Ellwood Thomas	married - Carolyn Decatur	71
16-Feb-02	Lamy, Larry	never married	55
18-Feb-02	Allen, Mary Lou B.	wid - Maurice L. Allen	95
22-Feb-02	Schruender, Ruth	never married	78
22-Feb-02	Cianchi, Mario	never married	91
24-Feb-02	Neilson, Mary Ann	wid - Elf A. Neilson	82
25-Feb-02	Smith, Paula	div - Brad Nyhan	53
25-Feb-02	Suttie, Mary C.	wid - George Suttie	91
25-Feb-02	Levine, Leonard	wid - Clara Widell	83
26-Feb-02	Holmes, John	married - Mary Rose Lacombe	87
26-Feb-02	Lavallee, Robert R.	never married	77
28-Feb-02	Kabana, Edward Dominick	married - Pauline R. Rufo	82
28-Feb-02	Luckhurst, Helen	wid - Lacey J. Luckhurst	91
2-Mar-02	Leaver, Clifford	married - Mildred C. Knutson	91
3-Mar-02	Dick, Theresa	wid - Dennis Dick	71
8-Mar-02	Rogers, Joseph	never married	75
12-Mar-02	Simon, Lawrence	married	90
15-Mar-02	Butler, Marjorie	never married	96
17-Mar-02	Crawford, Grace	widowed	84

Date of Death	Name	Marital Status	Age
17-Mar-02	Wildier, Chrystalbelle G	widowed - Bernard W. Wildier	84
21-Mar-02	Higgins, Edward W.	wid - Margaret McGonagle	87
24-Mar-02	St Onge, Blanche R.	wid - Henry St Onge	94
25-Mar-02	Lacey, John	wid - Mary Brandt	84
27-Mar-02	Ungerer, Roland Baltzel	wid - Martha Raudonat	89
28-Mar-02	Cotter, Frances Allyn	married - Frank Cotter Sr	80
30-Mar-02	Tetrev, Ronald Elmer	married - Kathryn Reding	61
30-Mar-02	MacPherson, Ian	married - Edna Lamb	76
31-Mar-02	Dodge, Martha Angela	wid - Burton K. Dodge	74
4-Apr-02	Bean, Leonard	married - Lucille Meuse	80
8-Apr-02	Mamos, Mathew	wid - Esther Morsette	90
11-Apr-02	Harrier, Gordon Clarence	wid - Freda Esther Borden	87
18-Apr-02	McAvinew, James E.	wid - Margaret Curley	86
18-Apr-02	Tamburino, Lois	married - Joseph Tamburino	54
18-Apr-02	Tremblay, Florence M.	wid - George D. Tremblay	90
19-Apr-02	Woodward, Barbara V.	wid - Arnold E. Woodward	77
22-Apr-02	Rogers, Nancy	married - George Rogers	57
29-Apr-02	St Gelais, Kenneth D.	wid - Janet Spiller	42
2-May-02	Hunt, Elaine N.	wid - Lloyd H. Hunt	78
5-May-02	Molnar, John R.	never married	42
7-May-02	Olson, Sylvia E.	wid - Roy A Olson	68
8-May-02	Cote, Hervey J	married - Mary Lord	86
14-May-02	Warchol, Edward Stanley	wid - Yvonne A. Dudley	80
20-May-02	Ranagan, Janice M.	wid - Donald C. Ranagan	76
23-May-02	Pradhan, Suresh	married - Sumati Karnik	72
29-May-02	Poree, Stephen	div - Gloria Yates	49
29-May-02	Leighton, Janice M.	married - Peter L. Leighton	45
1-Jun-02	Clowrey, John J Jr	married - Wanita Dupuis	76
4-Jun-02	Houlihan, Louise H	wid - Bernard Houlihan	76
4-Jun-02	Healy, Louise M	married - John A Healy Jr	84
4-Jun-02	Dubey, Patricia	never married	57
6-Jun-02	Malliaros, Vasil C.	wid - Pater C. Malliaros	93
8-Jun-02	Crotty, John C.	married - Judith E. Butler	69
8-Jun-02	Mador, Cheryl A	married - Ernest J Mador	53
10-Jun-02	Riley, Kathryn M.	wid - Michael Riley	89
17-Jun-02	Chaves, John J.	wid - Emily Augustine	90
19-Jun-02	King, Jeanette Flora	wid - Wiley Samuel King	86
22-Jun-02	Weeman, Lillian Annette	div - Russell Weeman	92
28-Jun-02	Faria, Ana Gloria	widowed - Jose A. Faria	89
30-Jun-02	Roberts, Mary	wid - Herman Roberts	88
8-Jul-02	Cui, Shifang	married - Xiansi Jiang	65
11-Jul-02	Pinder, Paul J.	married - Rita Davey	65
19-Jul-02	Wan, Tak Yun	wid - Lai Fun Pong	88
21-Jul-02	Gebo, John	wid - Doris St Louis	71
23-Jul-02	Connolly, John F	widowed - Mary M. Kelleher	83
27-Jul-02	Kalil Sr, John A	wid - Doris Epsey	88
3-Aug-02	Hopkins, Dorothy	widowed - Charles Hopkins	75

2002 Deaths

Date of Death	Name	Marital Status	Age
6-Aug-02	Rush, Jr, Herbert L	married - Dorothy McHugh	74
13-Aug-02	Boyd, William Allen	widowed - Iris Gabb	81
21-Aug-02	Cronin, John J	married - Julia DiMambro	71
21-Aug-02	Flagler, Faith	widowed - Jacob Flagler	72
23-Aug-02	Schnair, Hazel Rita	widowed - Charles W Schnair	83
5-Sep-02	DeMagistris, Nicola	married - Sandra Orlando	67
10-Sep-02	Pomerleau, Dorothy	widowed - Arthur Pomerleau	79
13-Sep-02	Martin, Mary Barbara	widowed - James L. Martin	72
16-Sep-02	Smith, Diane	married - Dennis Smith	47
23-Sep-02	McAvinew, James E.	divorced - Claire Laferriere	50
29-Sep-02	Kernan Jr, Hubert D	widowed - Patricia Connell	88
30-Sep-02	Hedlund, Vivian E	married - Walter R Hedlund	82
2-Oct-02	Zwicker, Homer	married - Dorice B. Baker	84
4-Oct-02	Coldwell Jr, Owen Stanley	divorced - Donna Drouin	51
6-Oct-02	Bolger, David E	widowed - Gladys Sigvardson	84
25-Oct-02	Pomerleau, Virginia A	widowed - Edward J Pomerleau	79
27-Oct-02	Adams, Evelyn	widowed - Frederick Adams	81
28-Oct-02	Graczyk, Theodore	widowed - Barbara Kenney	83
2-Nov-02	Laflamme, Lea M	never married	91
11-Nov-02	Evans, Mary Frances	widowed - William Francis Evans	91
15-Nov-02	Tremblay, Betty W	divorced - John R. Tremblay	69
15-Nov-02	Hill, Robert W.	married, Mary Bulger	78
18-Nov-02	Martin, Emma	widowed - Roland Martin	90
22-Nov-02	Roberts, Lucille	widowed - Carl W. Roberts	62
22-Nov-02	Greenslade, Lauren E	never married	1
22-Nov-02	Mangan, John H	widowed - Evelyn Lavoie	85
23-Nov-02	McKenna, James B	married - Cynthia Lee Emerson	45
25-Nov-02	Carabello, Nancy	never married	89
27-Nov-02	Benscoter, Warren B	widowed - Winifred Jones	81
28-Nov-02	Hancock, Harold H	married - Beatrice Courcy	84
30-Nov-02	Pimental, Margaret	widowed - John C. Pimental	80
1-Dec-02	Orr, Robert J	married - Corrine Soucie	79
4-Dec-02	Horton, Nancy K	married - Jackson R Horton	71
5-Dec-02	Malkos, Theodore	widowed - Rosalie J Whelan	75
5-Dec-02	Arrington, Larreau I	widowed - Neville Arrington	97
9-Dec-02	Gassett, Michael W	never married	47
10-Dec-02	Latham, Joseph	never married	41
11-Dec-02	Cappiello, Beatrice	widowed - Michael J Cappiello	83
18-Dec-02	Reiner, Peggy	divorced - Jack Reiner	96
22-Dec-02	Burke, Richard H	married - Pauline M Besso	74
23-Dec-02	McCarthy, Gladys E	widowed - Clifford McCarthy	90
23-Dec-02	Nesmith, Norman K	married - Aksenia Pupchick	87
23-Dec-02	Young, Jayne	married - Richard Young	50
24-Dec-02	Rutkowski, Helen	widowed - Adam Rutkowski	88
26-Dec-02	Pollard, John Patrick	never married	27
31-Dec-02	Nobrega, Julio	widowed - Irene M Tavares	91

MARRIAGES

Date of Marriage	Groom	Bride
6-Jan-02	Michael Marram Silton	Andrea Marlene Ilsen
19-Jan-02	Richard Brant Harsell	Susan Carol Beattie
1-Feb-02	Brian W. Ford	June Trull Abreu
2-Feb-02	William Martin Richardson III	Jennifer Sue Werner
2-Feb-02	Edward Alexander Scott Jr	Margaret Ann Varitimos
9-Feb-02	David G. Reeves	Kelly L. Collins
22-Feb-02	Jeffrey A. Simmons	Jeanna M Burson
9-Mar-02	William H Lindblom	Susan Nelson Grant
16-Mar-02	Paul Alan Lawrence	Kristin Clark
23-Mar-02	Bruce Elliot Clough	Bette Lynn Saunders
6-Apr-02	Michael Edward Bonenfant	Michele Marie Linehan
6-Apr-02	Ralph Gerald Semonian Jr	Dorothy Fay Flood
14-Apr-02	Alexander N Caissie	Kim M Miller
4-May-02	Barton F Graf Jr	Kristine M Guerrero
5-May-02	Larry James Durant	Deanne Elizabeth Cronin
18-May-02	David Richard Claffie	Beth Allison Jessup
18-May-02	David Robert Muse	Natalia Suprapti Dekruyf
19-May-02	David Eldon Nickerson	Denise Ann Clark
26-May-02	Robin A Kelesoglu	Cheryl B Reed
1-Jun-02	Scott Patrick O'Hagan	Christine Danielle Kilcher
2-Jun-02	Matthew M Beers	Rebecca Sylvia Pellot
8-Jun-02	Christopher John McNally	Michelle Hardin
8-Jun-02	Alex Frederick Fiedorezyk	Mary Susan Loughlin
15-Jun-02	Christopher David Ricard	Kelly Marie Strouse
15-Jun-02	Thomas Leo Woodward	Sue Ann Loutsenhizer
22-Jun-02	David Victor Richards	Mary Elizabeth Anderson
28-Jun-02	Jon P. Barstow	Susan Lynn Belanich
28-Jun-02	Eric R.J. Garbarino	Cathryn Jan Hession
29-Jun-02	Michael Steven Haas	Kara Elizabeth Molloy
29-Jun-02	David Stimson Harvey	Kathleen Elaine Lentz
29-Jun-02	Matthew Andrew Nunan	Judith Ann Barry
29-Jun-02	Joshua Barry Shapiro	Sandra Ann Price
30-Jun-02	Ronald W. Pageau	Gail M. Ramsay
6-Jul-02	Craig Scott Brockman	Kathryn Elizabeth Taylor
7-Jul-02	Carl Kenneth Slack	Dorothea Pappas Vigeant
13-Jul-02	Robert Matthew Grace	Jessica Anne Bertini
13-Jul-02	James W. Connors	Heather Lynn Hicks
21-Jul-02	Seth David Jones	Erin Marie Sirois
27-Jul-02	Scott M. Poulter	Elana Yael Weinberg
3-Aug-02	Carroll R. Wilcox	Diana Catherine Duffy
10-Aug-02	Daniel B. French	Angela Maura Colombari
11-Aug-02	Deepak Kumar	Pratibha Nagarajappa Hadya

Date of Marriage

Groom

Bride

11-Aug-02	Jeffrey Michael Hill	Anne Louise Meyer
13-Aug-02	Sean P. Flanagan	Sheri Catherine Cecere
17-Aug-02	Shawn C. Oakley	Melissa J. Chagnon
17-Aug-02	James Dennis Badgio	Susan Bowman Geidel
24-Aug-02	Brian K. Doney	Kristine Ann Nedder
30-Aug-02	Donald Robert Parsons	Elizabeth Carolyn Karkota
31-Aug-02	Christian Alexander Kenyeres	Susan Elizabeth Lavallee
31-Aug-02	David John Sullivan III	Donna L. Veldran
1-Sep-02	John Edward Blascak	Kristin Margaret Leary
7-Sep-02	David Michael Hall	Marybeth Sullivan
7-Sep-02	Herbert Pitta, Jr	Sarah Duffy
7-Sep-02	Sean David Padian	Mary Beth Bell
15-Sep-02	Sean Michael Scanlon	Nancy Lee Miller
22-Sep-02	L. Michael LeBlanc	Susan L. Brown
27-Sep-02	Peter Allen Casperson	Christine Mary D'Addario
28-Sep-02	Malcolm Channing Rees III	Christine Marie Sheehan
5-Oct-02	Robert W. Brooks	Dawn M. Tandus
6-Oct-02	James Francis Sullivan IV	Gina Maria Ciccolo
12-Oct-02	Michael A. Kempkes	Tamison Read Rose
19-Oct-02	Brian Thomas Whiteside	Sara Lynn Gerhardt
19-Oct-02	David Robert Daly	Holly Beth Marcinkowski
25-Oct-02	Anthony Jerome Orlando	Stacy A. Kuprevich
26-Oct-02	William Francis Barrett, Jr	Kerie Ann Rossi
26-Oct-02	Douglas Vernon Short	Deana Lynn Gertz
2-Nov-02	David Paul O'Hearn	Jill Kristine Beaulieu
2-Nov-02	Edward Thomas Hannan	Christine Elizabeth Seymour
9-Nov-02	Mark R. Boudreau	Kathleen Susan McAdam
9-Nov-02	Mark Joseph Mola	Barbara Leigh Butt
16-Nov-02	Brad J. Desrochers	Stephanie L. Anastas
16-Nov-02	James Francis Duronio	Emily Elizabeth Dorsey
30-Nov-02	Jeremy Leo Ducharme	Beth Marie Ubele
6-Dec-02	Michael James Coleman	Colette Marie Cummings
7-Dec-02	Gary R. Jean	Diane Colleen Nolan
8-Dec-02	Marc Paul Pellitier	Margaret Gerarda Poirier
28-Dec-02	Marshall-Ben B. Tisdale	Beth Ellen Ashby
31-Dec-02	Herbert William Waugh	Julia Katharina Irene Pallasch

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DIRECTORY OF TOWN DEPARTMENTS

(Also see the Blue Pages of the Westford Directory)

Assessors Office	55 Main St	978-692-5504
Animal Control Officer	Beacon St	978-692-4574
Building Department.	55 Main St	978-692-5527
By-Law Enforcement	55 Main St	978-692-5527
Cable TV Committee	Dave Levy, Chair (home)	978-692-2290
Cameron Senior Center	20 Pleasant St	978-692-5523
Cemetery Department	Tadmuck Rd	978-692-5526
Conservation Commission	55 Main St.	978-692-5524
Council on Aging	Helena Crocker, Chair (home)	978-692-8259
Finance Director/Treasurer	55 Main St	978-692-5518
Fire Department	53 Main St	978-692-5542
GIS Department	55 Main St	978-692-5527
Health, Board of	55 Main St	978-692-5509
Highway Department	Beacon St	978-692-5520
Historical Commission	Ken Tebbetts, Chair (home)	978-692-1347
Housing Authority	65 Tadmuck Rd	978-692-6011
Human Resources Department	55 Main St	978-692-5501
Kennel	Beacon St	978-692-4574
Fletcher Library	50 Main St	978-692-5555
MIS Department	55 Main St	978-392-4449
Museum	4 Boston Rd	978-692-5550
Parking Clerk	55 Main St	978-692-5515
Planning Board	55 Main St	978-692-5524
Police Department	53 Main St	978-692-2161
Recreation Commission	Broadway St	978-692-5532
Recycling Commission	Gerry DiBello, Chair (home)	978-692-9137
Roudenbush Community Center	65 Main St	978-692-5511
Schools		
Abbot Elementary School	25 Depot St	978-692-5580
Blanchard Middle School	14 West St	978-692-5582

Directory

Schools	Crisafulli School	13 Robinson Rd.	978-392-4483
	Millenium School	25R Depot St	978-589-8140
	Miller School	1 Mitchell Way	978-392-4476
	Norman E. Day School	75 E. Prescott St	978-692-5591
	Nabnasset School	99 Plain Rd	978-692-5583
	Nashoba Tech	100 Littleton Rd	978-692-4711
	Robinson School	56 Concord Rd	978-692-5586
	Westford Academy	30 Patten Rd	978-692-5570
Central Office	Superintendent	35 Town Farm Rd	978-692-5560
	Bookkeeping	35 Town Farm Rd	978-692-5562
	Business Office	35 Town Farm Rd	978-692-5563
Tax Collector		55 Main St	978-692-5506
Town Accountant		55 Main St	978-392-4450
Town Clerk		55 Main St	978-692-5515
Town Manager		55 Main St	978-692-5500
Treasurer		55 Main St	978-692-5518
Tree Warden		55 Main St	978-692-5524
Veteran's Agent		55 Main St	978-392-1170
Water Department		63 Forge Village Rd	978-692-5529
Zoning Board of Appeals		55 Main St	978-692-5527



